



City of Gainesville

Office of Equity & Inclusion

Small Business Efforts Checklist

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete): 2

☐ 1. Formal Bid through Procurement Type (i.e. ITB, etc.): _____ Bid #: _____

Bid Name: _____

Category: _____

Supplemental Bidder List included S/W/M/SDVOBs: ☐ Yes ☐ No

List Sources for Supplemental Bidders: _____

Bid(s) submitted by *S/W/M/SDVOBs: ☐ Yes ☐ No

Is recommended award to a S/W/M/SDVOB: ☐ Yes ☐ No

Awardee Name: _____ Amount: _____

Was the 5% preference awarded to qualified small business? _____

Was an applicable Bidder List sufficient to generate adequate number of responses: ☐ Yes ☐ No

☐ [City's Diversity Business Management System](#)

☐ [State of Florida Certified Vendor Directory](#)

☐ [Florida Department of Transportation Directory](#)

☐ Requesting Department Personnel

☐ Internet

☐ Online Trade Journals

☐ Online Professional Associations

☐ Other: _____

Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

☐ Yes ☐ No

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

☐ Yes ☐ No



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Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services.

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

☒ **2. Method of Source Selection Form** Type: ☐ Continuing Contracts ☒ Sole Source: ☐ Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? : No, ESRI is the sole distributor of ArcGIS software worldwide. Sole source verification document is included in backup documentation.

Other: _____

*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business

SOLE SOURCE LETTER

Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373



DATE: February 23, 2022

TO: City of Gainesville

FROM: Jackie Ricks, Esri Contracts and Legal Services

RE: Esri Sole Source Justification for Small Municipal and County Government Enterprise Agreement

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

If you have further questions, please feel free to call our Contracts and Legal Services Department at 909-793-2853, extension 1990.

Sincerely,

Jackie Ricks
Contract Coordinator



Contracts & Legal Services Dept.
380 New York Street
Redlands, CA 92373
Voice 909.793.2853 Ext. 1-1990
jricks@esri.com