

NOTICE OF SOLE SOURCE PROCUREMENT

Date: Thursday, July 28, 2005

Vendor/Contractor: MachenSoft, Inc.

Contract Amount: \$91,000.00

Description of Services: Furnish and install software to provide an audit trail in Lawson HR/Payroll Software.

Sole Source Determination: Only product on the market that will provide this functionality in Lawson HR/Payroll software.

Date of Award: Thursday, July 28, 2005



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

DEPARTMENT OF TECHNOLOGY

MEMORANDUM

TO: ✓ Ramesh Kapoor, Chief Information Officer
Vicki Lewis, Chief Financial Officer
Gretna Smith, Assistant Superintendent Human Resources

FROM: Michael Nicolaides, Director, Information Technology *HN*
Brett Brickey, Coordinator Information Services *TSO*
Michael Drischler, Project Manager *MD*
Department of Technology

SUBJECT: **Sole Source Procurement Justification – Lawson Auditing Software**

DATE: May 6, 2005

We recommend the purchase and use of the ESBUS auditing software from Machensoft to allow VBCPS to track and record audit trails of all Lawson (WISE) transactions and usage of the system. We recommend ESBUS based on our research, a demonstration of the system, and interview of the company principals. To the best of our knowledge, ESBUS is the only product currently available that will meet this need. We based this decision on inquiries to Lawson, Lawson user forums, Internet research, consultant recommendations, and Gartner research.

Approve

Ramesh Kapoor

Ramesh Kapoor

Vicki Lewis

Vicki Lewis

Gretna Smith 5/9/05

Gretna Smith

Amy Hurst

From: Brett Brickey
Sent: Friday, July 22, 2005 3:36 PM
To: Amy Hurst
Subject: Machensoft company information
Importance: High
Contacts: Ray Schloss

Official company information, contact information and tax ID

MachenSoft, Inc.
5891 Woodbridge Drive
Savage, MN 55378
Tax ID: 20-2354742

Contact
Ray Schloss
703.675.3156 (phone)
703.935.4289 (fax)

Brett R. Brickey
Coordinator, Information Services
Virginia Beach City Public Schools
Phone: (757) 263-1100

Amy Hurst

From: Ramesh Kapoor
Sent: Thursday, July 21, 2005 4:52 PM
To: Vicki L. Lewis; Amy Hurst; Kad Raman
Cc: Brett Brickey; Joe Damus; Michael A. Nicolaides
Subject: RE: Account code

Amy,

Please prepare a fiscal note showing 8400 account as the source of funds. We will need to track it to get the IDT when the CIP project funding is in place.

This will need a P.O. to encumber funds. We will make two payments on the Machensoft contract.

Ramesh
Ramesh Kapoor
Chief Information Officer
Virginia Beach City Public Schools
(757) 263-1100

From: Vicki L. Lewis
Sent: Thursday, July 21, 2005 2:34 PM
To: Amy Hurst; Kad Raman
Cc: Brett Brickey; Ramesh Kapoor
Subject: RE: Account code

They will be charged to the WISE CIP account, which is unfortunately, not appropriated at this time. I would suggest that it be charged to 8400 until the CIP account is appropriated and then we can IDT the expense to the CIP project.

V

From: Amy Hurst
Sent: Thursday, July 21, 2005 11:11 AM
To: Vicki L. Lewis; Kad Raman
Cc: Brett Brickey; Ramesh Kapoor
Subject: Account code

Hi Vicki and Kad,
I need to do a fiscal note so I can send the Machensoft Software License Agreement down to Sammy for his sign. On the fiscal note I have to fill in an account code. What pot of funds should I put on the fiscal note? Ramesh said I should ask you since you were providing funding. I know it will be the 606111 software for the object code, but what about the fund, and budget code?

Thanks so much! ☺

Amy Hurst
Department of Technology



VIRGINIA BEACH CITY PUBLIC SCHOOLS

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Approve	<u>Ramesh Kapoor</u>	Ramesh Kapoor
	<u>Vicki Lewis</u>	Vicki Lewis
	<u>Gretna Smith 5/9/05</u>	Gretna Smith

Approved for Sole Source. 7/28/05
 J. Kerin Blandy

Item # 2 :

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$65,000.00	EA - Each	\$0.00		\$0.00	\$65,000.00
					Account Code	Amount
					115.58400.606111	\$65,000.00

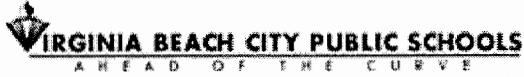
Item # 3 : SOURCE CODE ESCROW SETUP PER ATTACHED AGREEMENT

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$1,000.00	EA - Each	\$0.00		\$0.00	\$1,000.00
					Account Code	Amount
					115.58400.606111	\$1,000.00

Approval Path: TECH 84 83

Delete	Approver	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Michael A Nicolaides	10	Primary	07/26/2005 09:21:41			
	BILL JOHNSEN	10	Alternative	07/26/2005 09:21:41	07/26/2005 10:48:04	BILL JOHNSEN	
	SUSAN WARREN	20	Primary	07/26/2005 09:21:41	07/26/2005 11:09:19	SUSAN WARREN	
	KIM HOCUTT	20	Alternative	07/26/2005 09:21:41			
	KIM HOCUTT	21	Primary	07/26/2005 11:09:08	07/26/2005 11:31:45	KIM HOCUTT	
	BETTY CLELLAND	22	Primary	07/26/2005 11:31:33	07/26/2005 13:29:26	BETTY CLELLAND	

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STEVEN T MILLE

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Open Market Requisition TECH-6-0047889

Status: 1RRP - Ready for Purchasing

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Header Information

Requisition Number:	TECH-6-0047889	Short Description:	MACHENSOFT SOFTWARE	Status:	1RRP - Ready for Purchasing
Department:	TECH - TECHNOLOGY	Location:	TECH1 - DELIVER TO DEPARTMENT - INVOICE CENTRAL	Required By Date:	07/22/2005
Entered Date:	07/22/2005	Requisition Type:	Open Market	Type Code:	STANDARD
Requestor:	AMY HURST	Purchaser:	STEVEN T MILLER	Fiscal Year:	2006
Contact:	AMY HURST	Contact Phone:	(757)263-1100	Alternate ID:	
Estimated Cost:	\$91,000.00				
Ship-to Address:	DEPARTMENT OF TECHNOLOGY SCHOOL ADMINISTRATION BUILDING 2512 GEORGE MASON DRIVE VIRGINIA BEACH, VA 23456 Phone: (000)427-4001 FAX: (427)808-5	Bill-to Address:	OFFICE OF BUSINESS SERVICES P.O. BOX 6038 VIRGINIA BEACH, VA 23456 Website: www.????.com		

Notes: SENT TO MACHENSOFT FOR THEIR SIGN. PER KEVIN BEARDSLEY THIS NEEDS TO GET TO PURCHASING BEFORE MACHENSOFT SIGNATURE FOR THEM TO POST FOR SOLE SOURCE. WE WILL RESCAN IN THE FULLY SIGNED COPY OF AGREEMENT WHEN IT IS RETURNED TO US IN TECHNOLOGY.

Vendors:	Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Recommended
	00721781		MACHENSOFT SOFTWARE	Email	Yes

Attachments: [MachenSoft Agreement.pdf](#), [Machensoft signature sheet.pdf](#)

Item Information

Item # 1 : MACHENSOFT ESBUS SOFTWARE PERPETUAL LICENSE LAUA AUDITING

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	\$25,000.00	EA - Each	\$0.00		\$0.00	\$25,000.00
		Account Code			Amount	
		115.58400.606111				\$25,000.00

MACHENSOFT ESBUS SOFTWARE PERPETUAL LICENSE - ENTERPRISE AUDITING