Procurement/Contracting/P-Card Policy Exception Request Form

Approval Status

Approved

Select exception type:

Procurement

Reason for procurement exception:

Policy Exception for Best Value/Approach

Reason for contract exception:

Reason for P-Card exception (temporary change)

Enter a brief description of your exception request:

See attached files.

Attach all documents related to the exception that can assist the Contracting Officer's decision.

PDF G2-PM-Scores1.pdf

PDF G2-PM-Scores2.pdf

DOCX PasswordManager-selection.docx

XLSX PasswordManagerComparison.xlsx

Department

(ITS) INFORMATION TECHNOLOGY

Requestor Name

Christopher Ramos

Requestor Email

cramos@ocalafl.gov

Phone number

(352) 629-8209

Courtesy Copy Email 1

Courtesy Copy Email 2

Who authorized requesting this exception?

Christopher Ramos

Approval Activity History

Actor	Actions	Date
Daphne Robinson drobinson@ocalafl.org	Approve This procurement exception request for the purchase of password management software from BitWarden is APPROVED as best value and best approach. The results of a third-party risk and vulnerability assessment conducted in June 2023 revealed that the City had a legitimate and urgent need for more robust password management software. The Information Technology Department conducted market research and sourcing efforts to identify a solution that comprehensively and fiscally met the City's needs. Five potential vendors were sourced, researched, and weighed against the City's existing solution (KeePass), namely: (1) WatchGuard AuthPoint; (2) Beyond Trust Password Safe; (3) CyberFox; (4) Bitwarden; and (5) LastPass. As documented in the attached materials, Bitwarden and LastPass were found to meet the City's needs, with Bitwarden affording the City Best Value at $3/user/month compared to LastPass's $7 per user/per month. The annual rate for 750 licenses will be $48,750. PLEASE CREATE A MUNIS CONTRACT NUMBER FOR THIS ITEM AND ATTACH THIS EXCEPTION APPROVAL TO THE MUNIS CONTRACT AND ANY SUBSEQUENTLY ISSUED REQUISITION FOR PURCHASE ORDER. IF THIS EXPENDITURE EXCEEDS $50,000 THEN IT WILL NEED TO BE TAKEN TO COUNCIL AND APPROVED.	Monday, August 28, 2023