

## 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

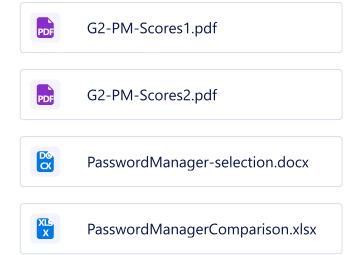
**Reason for contract exception:** 

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.



**Department** (ITS) INFORMATION TECHNOLOGY

Requestor Name Christopher Ramos

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**Courtesy Copy Email 1** 

**Courtesy Copy Email 2** 

## **Approval Activity History**

Actor	Actions	Date
Daphne Robinso n drobinso n@ocala fl.org	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