

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 9/16/2022

COMMODITY OR SERVICE ERP Advisory Services

VENDOR Government Finance Officers Association (GFOA)

AMOUNT OF PURCHASE \$ \$455,500

REQUESTORS NAME Pete Mangers DocuSigned by: 7/28/2025 | 10:15 AM MDT
Pete Mangers

DEPARTMENT Finance

DEPARTMENT DIRECTOR's Approval Trish Muller DocuSigned by: 7/28/2025 | 4:12 PM MDT
Trish Muller

FINANCE DEPARTMENT's Approval Trish Muller DocuSigned by: 7/28/2025 | 4:12 PM MDT
Trish Muller

TOWN MANAGER's (or Designee) Approval Dave Corliss Signed by: 7/28/2025 | 5:00 PM MDT
David L. Corliss

TOWN COUNCIL's Approval, when necessary _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input checked="" type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

See Attachment 1

r7.25.2025

Attachment 1:

The Town's financial system, which includes both processes and technology supports the Finance Department's core functions including accounting, purchasing, P-card processing, asset tracking, and cash receipts.. These functions operate under a complex framework of government rules and standards. As such, the finance system is central to the Town's operations and impacts every department.

The current financial platform, Naviline, is 17 years old. Over time, our internal processes have evolved to compensate for its limitations. Replacing our outdated system and assessing/improving associated processes requires a level of effort and expertise beyond the capacity of the Town's staff. Given the importance of accurate financial management, there is no room for error.

To ensure a successful and timely implementation, the Town will engage the Government Finance Officers Association (GFOA), a subject matter expert in public sector financial systems. GFOA has extensive experience working with Colorado local governments and comes highly recommended. Their services include:

- On-site assessment of current processes
- Recommendations to increase efficiency and reduce redundancy
- Full-service RFP support
- Vendor selection and contract negotiation
- Implementation planning and transition support
- Final system acceptance assistance

GFOA is a 501(c)(3) non-profit membership association. Much of their consultation work is referral-based and conducted on a sole-source basis. Their status as a professional association gives them a unique perspective and justification for sole-source contracting. Their consulting services are an extension of their broader work in research, education, best practices, and recognition programs for member governments.

The Research and Consulting Center within GFOA brings together consultants involved in education, research, and direct service delivery. Their approach ensures that clients receive consistent, best-practice-aligned recommendations across all engagement areas. Revenue from education and consulting also supports GFOA's broader research mission, allowing continual refinement of its recommendations.

GFOA's ERP advisory services draw on hundreds of past engagements and ongoing monitoring of procurement and implementation trends. They provide direct, honest, and independent advice. Their business process analysis, policy development, and long-term financial planning services reflect decades of leadership and thought advocacy in the public finance space. Governments also benefit from GFOA's broad network and deep repository of public finance resources.

The Town will benefit from GFOA's:

- **Exclusive Focus on Government** – GFOA works solely with public sector clients, and most of its consultants have served in local government roles.

r7.25.2025

- **Leadership in Public Finance** – GFOA is the premier source of financial management expertise for state and local governments in the U.S. and Canada.
- **Commitment to the Profession** – GFOA shares innovations, case studies, and thought leadership through training, publications, and conferences.
- **Transparent and Predictable Pricing** – GFOA typically works on a fixed-fee basis with payments tied to milestones, helping avoid cost overruns and change orders.

Engaging GFOA positions the Town for a successful transition to a modern financial system and will significantly enhance the effectiveness and efficiency of our financial operations.