



REQUEST FOR NON-COMPETITIVE CONTRACT - FOR BOCS APPROVAL ON: \_\_\_\_\_

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers. Completed form must be attached to all resolutions and requisitions. Check off each box that applies and provide the required detailed reasons in the JUSTIFICATION section.

**VENDOR INFORMATION**

Vendor Legal Business Name: *Heartland Payment Systems*  
Vendor Address: *PO Box 936565*  
Vendor Main Point of Contact: *Patrick Clemens*  
Title: *National Manager* Phone: *800-724-4853* Email: *Patrick.clemens@e-hps.com*  
Detailed Description of Service and Contract Term:  
Total Cost and Method of Compensation: *\$ 21,995*

EXCEPTIONS PER SECTIONS 6 (B, C, E, F, G, AND Q) OF THE CITY'S PROCUREMENT POLICY

- Contracts with medical or health-related entities.
- Contracts with lecturers, other educational professionals or experts, and institutions.
- Procurements which involve the expenditure of federal or state assistance where and to the extent that federal or state law, rules, or regulations conflict with the provisions of the procurement policy.
- Contracts with not for profit organizations for the support, enhancement, or preservation of cultural resources and the arts.
- Contracts with not for profit organizations for the purposes of providing aid, care, and support to persons in need.
- Contracts with entities for the creation and support of recreation projects, youth service projects and other appropriate programs and services for the prevention of delinquency and youth crime and the advancement of the moral, physical, mental and social well-being of the City's youth
- Other contracts deemed to be in the best interests of the District; however, any such request for this exemption shall be made by submission of a written recommendation, including sufficient justification by the department head certifying that such exemption is necessary and appropriate in order to further the best interests of the District.

SOLE SOURCE: Only one vendor is capable of providing the service.

SINGLE SOURCE: The service is available from more than one source, but for particular reasons it must be procured from a specific vendor.

- Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.
- Single Source: Upgrade to existing software available only from the software developer's designated Value Added Reseller for this territory.
- Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.
- Single / Sole Source: Sole provider of a patented or licensed service.
- Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

**REQUIRED JUSTIFICATION:** Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition. List other vendors and quotes that were obtained during the process.

*HPS provides service to all YPS school serving lines. They also combine Point of Service w/ school inventory making both systems compatible and easily accessible.*

**APPROVAL:** I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Food Service, Cherise Tate

Signature: *CMT* Date: 9/30/24