

MASON COUNTY  
COMMISSIONERS RESOLUTION NO: 08-15  
RESOLUTION AUTHORIZING THE PURCHASE OF CREDIT CARD SOFTWARE TO  
INTERFACE WITH CURRENT WIN-CAMS COST ACCOUNT MANAGEMENT SYSTEM  
SOFTWARE FROM CASCADE SOFTWARE SYSTEMS, INCORPORATED

WHEREAS, the County is interested in implementing a credit card system into the current Public Works Financial system (WIN-CAMS) as described in Exhibit "A" hereto attached; and

WHEREAS, the RCW 39.04.280 provide exemptions to competitive bidding requirement for purchases that are clearly and legitimately to a single source of supply;

BE IT RESOLVED by the Board of County Commissioners as follows:

1. That Cascade Software Systems, Incorporated is the sole source supplier of the current financial software.
2. That the County is authorized to purchase the additional services to implement the Point and Pay credit card service without proceeding to secure competitive bids, estimated cost \$22,610.00

ADOPTED this 10 day of March 2015.

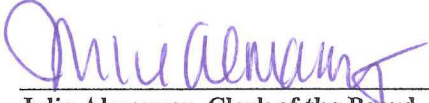
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
RANDY NEATHERLIN, Chair


  
\_\_\_\_\_  
TERRI JEFFREYS, Vice Chair

  
\_\_\_\_\_  
TIM SHELDON, Commissioner

ATTEST:

  
\_\_\_\_\_  
Julie Almanzor, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Tim Whitehead,  
Deputy Prosecuting Attorney

cc: Co. Commissioners  
Engineer  
JOURNAL: Publ. It: \_\_\_\_\_

# EXHIBIT "A"

**Cascade Software  
Systems, Inc.**

# Memo

**To:** Jennifer Beierle  
**From:** Aad F. Alkemade  
**CC:**  
**Date:** 01/28/15  
**Re:** WIN-CAMS: A/R – Point N Pay

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In response to your recent request I hereby submit an estimate to implement the following CAMS changes:

1. Add Solid Waste A/R Module.
2. Interface: Import Landfill Tickets from Paradigm.
3. Implement Solid Waste A/R module:
  - a. Load Clients & Balances
  - b. Statement Forms
  - c. Support / Assistance
4. Re-activate Water & Sewer billing procedures:
  - a. Load Clients & Balances
  - b. Support / Assistance
5. Re-activate Loans billing procedures:
  - a. Load Clients, Loans and Balances
  - b. Support / Assistance
6. Add (Point N Pay) Export File option:
  - a. Four modules: A/R, Utilities A/R, Solid Waste A/R, and Loans
  - b. Assist with testing and implementation
7. Add (Point N Pay) Import File option:
  - a. Create new WIN-CAMS Cash Receipts
  - b. Assist with testing and implementation

Please fax return with Approval signature if you wish to proceed with above changes.

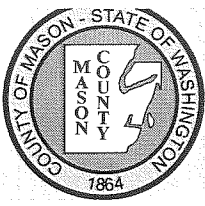
**Time**

1. License:	\$ 4,500
2. License:	\$ 1,500
3. Support:	\$ 3,000
4. Support:	\$ 2,500
5. Support:	\$ 2,000
6. License:	\$ 1,750
Testing / Implementation:	\$ 1,000
7. License:	\$ 1,250
Testing / Implementation:	\$ 1,000
Onsite Time (2 days)	<u>\$ 2,850</u>
Total	\$ 21,350

**Maintenance**

14% of Licenses (1, 2, 6, and 7)	\$ 1,260
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Approved By:



# MASON COUNTY SOLE SOURCE JUSTIFICATION FORM

Date: March 2, 2015

Department: Public Works Department Contact: Brian Matthews

Recommended Vendor: Cascade Software Systems, Inc.

Address: PO Box 10723, Eugene, OR 97440-2723 Phone: (541)343-9160

Cost Estimate: \$22,610.00

Describe the item requested and its function: Point and Pay software will interface with current management and financial system (WIN-CAMS) and Landfill Ticket software (Paradigm). Point and Pay is the third party credit card processor used by all other County Departments that accept credit or debit card payments.

1. Check the reasons for the sole source request:

- Sole Source: No other items are known to exist which performs the same function
- Special Design: Item is of specific design to fit in with an existing installation
- Consultant: Providing professional or technical expertise of a unique nature or location availability
- Proprietary: Item is held under exclusive title, trademark or copyright
- Warranty Service: The vendor is the sole provider of goods and services which the County has established a standard.
- Used item: The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the County (attached information on market price, availability, etc)

3. Is this product available from other sources?  Yes  No

4. What necessary features does the vendor provide which are not available from other vendors?  
WinCams will provide the import and export files necessary to work with Point & Pay. WinCams is the only company that can do this since they are the management and financial system used by Public Works.

5. Can your requirements be modified so that competitive products or services may be used?  
 Yes  No

If yes, please explain modifications and potential costs: \_\_\_\_\_

6. How does the recommended vendor's prices or fees compare to the general market? WinCams provided the best product for the most competitive price when RFPs were done in 2010.

7. What steps were taken to verify that these features were not available elsewhere?

- Other brands manufactures were examined. Provide a list of phone numbers and names and explain why these did not meet the requirement: \_\_\_\_\_
- Other vendors were contacted but did not meet the requirements. Provide a list of companies and phone numbers and why they did not meet the requirements: \_\_\_\_\_
- Other, please explain: WinCams is the current cost accounting software used by Public Works, and Public Works has a good working relationship with the company. WinCams does not allow outside companies to build import and export files using their software.

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Elected Official or Director Signature for Approval: \_\_\_\_\_

Date: 2/26/15