



Sole Source Justification Approval Form

The objective of this form is to capture all relevant documentation to assist in the source justification review process. This form must be completed electronically and submitted with all relevant documentation for review and approval. Sole Source Justification Approval Forms will be posted to PSERS public website in accordance with Title 62 §106.1 and §515.

SECTION A

| | | | |
|---|---|---------------------------|--------------------------|
| Requesting Office | Public School Employees' Retirement System | | |
| Description | The Lawson software is used by the agency to manage the general ledger for its pension fund to include investments, health care options, member savings accounts, supporting data for the income statement, balance sheets, and historical information for the financials for the agency. These are mission critical functions of the agency. | | |
| <input type="checkbox"/> Material | | | |
| <input checked="" type="checkbox"/> Services | | | |
| Delivery/service location | 5 North 5 th Street Harrisburg, PA 17101 | | |
| SAP Vendor # | 388866 | Est Total Value \$ | 253,850.78 |
| Vendor | Infor (US), LLC | | |
| Vendor Address | NW 7418, PO Box 1450 Minneapolis, MN 55485-7418 | | |
| Contact Name | John Archipolo | Email | john.archipolo@infor.com |
| Telephone # | 678-319-8000 | Fax # | |
| Start Date | 4/1/2024 | End Date | 3/31/2027 |

SECTION B

Check the appropriate reason(s) for this source justification.

- 1. Sole Source.** Only known source – Not available from another supplier. Title 62. § 515. (a) (1)
- 2. Exempt (Law).** A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached. Title 62. § 515. (a) (2)
- 3. Feasibility.** Clearly not feasible to award the contract on a competitive basis. Title 62. § 515. (a) (4)
- 4. Best Interest.** Clearly in the best interest of the Commonwealth. Title 62. § 515. (a) (10)
- 5. Professional Expert/ Expert Witness.** Title 62. § 515. (a) (6)
- 6. Single Source (Material/Repair/Maintenance).** Material or service MUST be compatible with existing equipment. Documentation must be provided by the manufacturer. Title 62. § 515. (a) (7)
- 7. Investment Managers/ Advisors.** Title 62. § 515. (a) (8)

Sole source procurements that use above justifications 1 - 4 are required to be posted to PSERS public website for seven (7) days prior to approval. All sole source justification approvals must be posted within seven (7) days of approval and posted for at least thirty (30) days.



| SECTION C | | |
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| 1. | Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW"). | PSERS owns perpetual licenses for the Lawson software. This sole source is to procure software maintenance so that PSERS can obtain Lawson updates, security patches, and other fixes that can only be provided by the software OEM, Infor. |
| 2. | Document and attach the research that has been conducted to date to verify the supplier is the only known source? | N/A |
| 3. | Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes" please identify. | Yes, but the uncertainty of the current software procurement landscape at the Commonwealth makes direct negotiation with the OEM software company the preferred method of this procurement. PSERS will save the value of an enterprise contract's reseller's mark-up. |
| 4. | Are there compatibility requirements or compliance requirements with a warranty or service agreement? If yes, please explain. | N/A |
| 5. | How has the material or service been procured in the past? Please provide previous source justifications, contracts and POs. | The product was directly purchased from Infor prior to 2016; between 2016-2023 PSERS used the Commonwealth's enterprise software contract with CDW-G. The Commonwealth's enterprise software contract providers have changed, and PSERS is unable to procure this mission critical product through the current enterprise resellers. |
| 6. | If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project? | N/A |
| 7. | If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail. | N/A |
| 8. | What are the consequences of not approving this procurement? | PSERS will not have software maintenance for this mission critical software. |
| 9. | If timing is a factor, what is the time factor and why? | Due to the inability to negotiate software maintenance with Infor using existing software contracts, PSERS is currently out of maintenance support. This procurement will reinstate PSERS support and maintenance for Lawson. |
| 10. | List any other information relevant to the acquisition of this procurement here or as an attachment. | N/A |
| 11. | For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached? | Negotiated pricing is included in Addendum. |



SECTION D

Form Submitter

| | | | |
|--------------------|------------------------|--------------|---------------------------|
| Name | Steven Goldstein | Title | Chief Information Officer |
| Telephone # | 717-720-4772 | Email | sgoldstein@pa.gov |
| Signature | <i>Steve Goldstein</i> | Date | 3/7/2024 |

This form must be signed by the PSERS Executive Director, their Designee or other individual authorized by the Board of the Public School Employees' Retirement System. Approving Authority signature connotes approval of the source justification and the cost or pricing data certification.

Approving Authority

| | | | |
|------------------|---------------------------|--------------|---------------------------|
| Name | Terrill J. Sanchez | Title | Executive Director, PSERS |
| Signature | <i>Terrill J. Sanchez</i> | Date | 3/7/2024 |

The printed names or electronic representations of signatures appearing on this form shall constitute signatures of those individuals. No handwritten signatures shall be required for this form to be considered "signed" by those individuals whose names appear in the signature section.