

CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO

FROM: Kaylyn Lewis

DATE: 07/10/2019

CHECK ONE: SOLE SOURCE ☒ EMERGENCY PURCHASE ☐

ITEM(S)/SERVICE(S) TO BE PURCHASED: Billing Software System

Award To (If new vendor make sure address is on this form):

Accela

2633 Camino Ramon, Suite 500

San Ramon, CA 94583

866-777-0069

Phone/Fax No.

Point of Contact

COST: \$ 19,000.00

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE:

The City of Hobbs Utility office is using this softwar company for monthly billing, meter
reading importing/exporting files, payments, service requests, winter averaging, past
due notices. They have customized our system per our criteria. The website and IVR
payment system is integrated with the billing software to post payments to customer
accounts in real time.

Account No.

60-4630-42601

Prepared By:

Kaylyn Lewis

Department Approval:

Kaylyn Lewis

CPO:

[Signature]