

Maria G. Marino, Mayor
Sara Baxter, Vice Mayor
Gregg K. Weiss
Joel Flores
Marci Woodward
Maria Sachs
Bobby Powell, Jr.



Verdenia C. Baker

Procurement Department
www.pbcgov.org/purchasing

NOTICE OF SOLE SOURCE PROCUREMENT

Dated: March 3, 2025

**PALM BEACH COUNTY PROCUREMENT DEPARTMENT
50 SOUTH MILITARY TRAIL, SUITE 110
WEST PALM BEACH, FLORIDA 33415-3199**

TITLE: QUIPU PITS SUBSCRIPTION

SENIOR BUYER: J WASHINGTON

This Notice is issued in accordance with the applicable procurement ordinance, Section 2-54 (f)(2) and policies, to inform the public of the decision to proceed with a Sole Source Procurement process for the acquisition of the following goods/services:

General description of Goods/Services

Description	Quipu-PITS is a cloud-based, Software as a Service (SaaS) solution hosted by Quipu.
Estimated Quantity	1
Estimated Value	35,500.00
Contract Duration	Five (5) Years

Any objections to this sole source procurement must be submitted in writing to the procurement office by March 17, 2025. If no objections are received by the deadline, the procurement process will proceed as planned.

Posting Period: March 3, 2025 through March 17, 2025

For any inquiries or further clarification, please contact:

Contact Name: J Washington

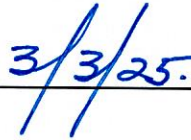
Phone Number: (561) – 616 - 6823

General Email Address: jwashington@pbc.gov or PUR-Procure-Solicit@pbc.gov

This notice is issued in compliance with applicable procurement laws, regulations, and procedures.



MELODY THELWELL, PROCUREMENT DIRECTOR



SIGNATURE / DATE



December 20, 2024

Reginald L. Bryant
Procurement Coordinator, Library Finance & Facilities
Palm Beach County Library System
3650 Summit Boulevard
West Palm Beach, FL 33406

RE: PITS® (Patron Incident Tracking System) Sole Source for Palm Beach County Library System

Quipu Group is the developer and sole source provider offering PITS®, a Patron Incident Tracking System for creating online incident reports to assist in the management of disruptive library patrons in a secure web-based application. This service has been specifically created for library environments. The Quipu Group, LLC is responsible for the creation of all of the code base for PITS and owns a Trademark for the name of the product. Quipu Group is the only source for the purchase of PITS in the State of Florida.

General Features

- Access for library staff, supervisors, managers, and administration as well as for security staff or local police officers
- Create online incident reports in a secure web-based application
- Associate specific library users with incidents as perpetrators, victims, or witnesses
- Simple searching for existing incidents or perpetrators
- Search incidents by keyword, location, or infraction
- Search perpetrators by descriptors
- In-Application Help Documentation
- Network, Webserver, Application, and Data Security Features
- View Current Suspensions Page from a mobile device (requires login)
- Capture extended data, minimal data (name/phone/email), or no data for Victims and Witnesses

Features for Staff Users

- Add descriptors to describe a perpetrator at the time of a specific event (height, weight, hair color, ...)
- Upload and Attach documents and image files to a specific incident and a specific perpetrator (images, letters of suspension, ...)
- Attach existing PITS® documents or images to a perpetrator
- Add and edit comments to incident reports
- Automatic routing of incident notifications (4 user levels with routing to next level up)
- Optionally add other PITS® users to an Incident Report's Notification List
- A simple Dashboard that organizes incident reports, perpetrators, and current suspensions
- Browse Incident Reports with filters for Location or Status
- Browse People with simple filters for Person Type and person descriptors, or on-page searches

The Quipu Group LLC
820 South Monaco Parkway, #453 • Denver, CO 80224
Phone: 800-764-8018 • Fax: 877-759-0845 • www.quipugroup.com