

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
John Hedges, Purchasing & Contracting Department *JH*

**FROM:** Brandi Harbaugh, Finance Director *BH*  
Lauri Lingafelt, Sales Tax Accounting Supervisor *LL*

**DATE:** April 25, 2024

**RE:** Resolution 2024-019, Authorizing a Sole Source Contract with Harris Govern to Enhance the Sales Tax System (Mayor)

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KPB Sales Tax Division is working with the current software company, Harris Govern, to upgrade and enhance the Sales Tax system to allow sales tax resale cards, owner builder cards, and exempt card applications to be submitted through an online portal, and the fees to be paid online. This improvement will allow for these services to be provided online and eliminate the need for Kenai Peninsula Borough Taxpayers to travel to the Borough Administration Building in person.

Pursuant to KPB 5.28.280(A), the software requirements of the Sales Tax Division reasonably limit the purchase of the needed software upgrade to Harris Govern because it is the only vendor that can perform this upgrade.

It is in the best interests of the KPB to authorize a sole source contract with Harris Govern for the improvements to the existing online sales tax system.

Your consideration is appreciated.

**FINANCE DEPARTMENT  
ACCOUNTS / FUNDS VERIFIED**

Acct. No. 705-94910-18E07-48525 Amt: \$15,837.87  
Acct. No. 705-94910-22E05-48525 Amt: \$33,897.13

By: *CJ* Date: 4/24/2024