

SOLE SOURCE JUSTIFICATION

Requisition Items or Service:

User licensing for PC workstations/users to use Laserfiche software.

Prior Procurement (RFP/BID #/PO #):

Original procurement of Laserfiche was completed through GSA GS-35F-0435P, PO #2006178, 8/11/2005.

Annual licensing and support have been part of the City's adopted budget and payments processed by the City since 2006.

1. Please describe the item and its function:

User licenses for the use of the Laserfiche electronic archival system/software.

2. This is a sole source* because:

sole provide of a licensed or patented good or service

sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

sole provider of goods and services for which the City has established a standard**

sole provider of factory-authorized warranty service

sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)

the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

The software used for the City's document archival system is proprietary. As such, annual fees are required for user licensing and use.

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

Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

<p>Purchasing Agent <input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>_____/_____ Signature of Purchasing Agent Date</p>	<p>Finance Director <input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>_____/_____ Signature of Finance Director Date</p>
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If this sole source relates to a procurement of general services or tangible property:

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the City Purchasing Agent;
- 3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds \$15,000; and
- 4) the signature of the City Manager (below) is required; and
- 5) this sole source is granted as of the date of signature by the City Manager.

If this sole source relates to a procurement of professional services:

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the City Manager (below) is required; and
- 3) this sole source is granted as of the date of signature by the City Manager.

APPROVED:

Date: _____

City of Aztec City Manager