

15-0484



REQUEST FOR SOLE SOURCE

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Agent or, for Professional Services Agreements, the Finance Director. The foregoing requirement is regardless of whether the **sole source request for determination** has been signed by the Department Head.

To: Purchasing Office

From: Katherine Skinner / Aztec Public Library
Name of Department Head Department

Subject:
Sole Source Request for the purchase of Insignia Library service system software annual support and maintenance.

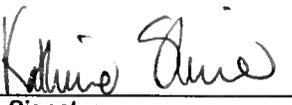
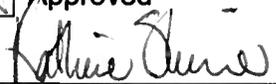
Requested Vendor: 2630 Insignia Software
Requested Number: _____ Cost Estimate: 1800.00

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to my completed Purchase Requisition.

Requestor		Department Head	
	<u>3/17/15</u>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Signature	Date		<u>3/17/15</u>
		Signature	Date

SOLE SOURCE JUSTIFICATION

1. Requisition Items or Service:

Annual maintenance cost for Insignia Library System for daily library operations.

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

No prior RFP/BID. Prior PO 2014378 for maintenance Original PO 2011415 for software purchase

3. Please describe the item and its function:

This is the software used for daily library operations such as check in/out, patron data input, Monthly/yearly reports, patron notices, patron authentication for computer use, collection cataloging, etc.

4. This is a sole source* because:

- sole provider 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)

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

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

Insignia developed the software used in our library's service system and is the only company

That can provide support, maintenance and upkeep.
