



REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # SS2016-568

POSTING DATE: 5/23/2016

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 Specialist, Finance Director and City Manager (if required). The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Department Head.

DEPARTMENTS COMPLETE PAGES 1 & 2 AND SUBMIT ENTIRE FORM ELECTRONICALLY TO THE PURCHASING OFFICE

To: Purchasing Office

From Department Head: Judge C Gray Dept./Division Municipal Court

Subject: Sole Source Request for the Purchase of: Annual Software License & Maintenance Agreement

Requested Vendor: Justice Systems, Albuquerque NM

Annual Cost Estimate: \$4,000 Purchase Term: July 2016

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.

- *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.

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.

Carlton Gray
Department Head Electronic Signature

05/17/2016
Date

SOLE SOURCE JUSTIFICATION

Requisition Items or Service:

Annual software licensing and maintenance agreement

Prior Procurement (RFP/BID #/PO #): Original purchase PO#980085; upgrade PO#2012011

1. Please describe the item and its function:

Justice Systems Full Court provides a software platform specific to court case management

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.

Other software packages are available

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).

PURCHASING OFFICE FINDINGS:

The City made the decision several years ago to invest in the court case management system developed by Justice Systems. While other management systems are available, the costs associated with the purchase, staff training and data conversion would be many times greater than the annual cost for continued licensing and support of the Justice Systems product.

**REQUIRED SIGNATURES
(AFTER 30 DAY POSTING PERIOD WITH NO PROTESTS)**

If this sole source relates to a procurement of general services or tangible property and is less than \$10,000

- 1) the signature of the City Purchasing Specialist 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 Specialist;

If this sole source relates to a procurement of general services or tangible property and is greater than \$10,000 or is for professional services

- 3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds \$20,000; and

If this sole source relates to a procurement of general services, tangible property or professional services and is greater than \$20,000

- 4) the signature of the City Manager is the final signature required.

APPROVED

Purchasing Specialist Signature

Date

APPROVED

Finance Director Signature

Date

APPROVED (City Manager is the FINAL signature if required):

City of Aztec City Manager

Date