



REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # 2018-620

POSTING DATE: 6/14/2017

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

Annual Software License and Maintenance Agreement

Subject: Sole Source Request for the Purchase of: _____

Requested Vendor: Justice Systems, Albuquerque NM

Annual Cost Estimate: \$3,700.00 Purchase Term: July 2017

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

06/14/2017

Department Head Signature

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

PURCHASING OFFICE FINDINGS:

Other court software is available; however, City has investment in Justice Systems software and is satisfied with the features and abilities of software. There is no justification for new software and the additional costs which would be required.