



## REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # SS 2018-656

POSTING DATE: 5.10.2018

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: Carlton Gray Dept./Division Courts  
Court operating software/maintenance

Subject: Sole Source Request for the Purchase of: \_\_\_\_\_

Requested Vendor: Justice Systems/Ontario Systems

Annual Cost Estimate: 3,870.00 Purchase Term: 12 Months

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.

Department Head Signature

Date

## SOLE SOURCE JUSTIFICATION

Requisition Items or Service:  
Operating/maintenance Software

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Prior Procurement (RFP/BID #/PO #): 2018095

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1. Please describe the item and its function:

Operating/maintenance Court software. Allows court to operate.

*Original installation August 1997 p.d. # 980085; annual maintenance and user licenses has been processed since 2005.*

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.

This vendor is the sole provider to the maintenance of the purchased software. To change software would be cost prohibited.

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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).

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**PURCHASING OFFICE FINDINGS:**

Courts system is proprietary software and eliminates all other vendors from providing support for this platform.

**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 the last signature;

***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 Chief Procurement Officer 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

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City of Aztec City Manager

\_\_\_\_\_  
Date

## Justice Systems Announcement

SR

Sonya Russell <[srussell@justicesystems.com](mailto:srussell@justicesystems.com)>

Thu 5/3, 4:05 PM

  Reply all | 

Inbox



The Right Solution for the Justice System

03 May 2018

To Our Valued Customers:

Today, we are pleased to announce Justice Systems, Inc. (JSI) has been acquired by Ontario Systems (OS), a provider of software, technology, and services to businesses that help compliantly accelerate the collection of delinquent receivables at a lower cost in the accounts receivables management (ARM), state and local government (GOV), healthcare provider (RCM), and federal government markets. By combining our organizations, we create a compelling closed loop payment and workflow system for our customers in state and local governments. ([Read the full press release.](#))

Founded over 35 years ago and headquartered in Indiana, Ontario Systems' offers workflow and business process automation tools, which are integrated to a wide-variety of add-on products such as a cloud-based call management system, data services products, data analytics and reporting, and more. The RevQ solution, Ontario Systems' receivables management system for state and local court systems, currently serves more than a hundred federal, state, and municipal government clients in the U.S.

This acquisition is about our continued commitment to offer you greater services and a superior, comprehensive suite of software and technology solutions. We believe combining your current JSI court case management and electronic payments systems with OS' receivables workflow and payment follow-up automation will provide you with a more streamlined approach to your overall operations, further increasing your productivity and efficiency, and increasing your ability to collect revenue.

Over the next few weeks and months, our newly combined teams will work together and learn more about each other's products, talents, innovations, and strategies. Yet, our immediate and most important focus is our continued dedication to serving our current customers. You should see no changes to your day-to-day experience as we work through the transitional period of this acquisition. If you have any questions or concerns, please feel free to contact me directly.

We pledge to you to continue our investment to make our products the best in the industry and to work persistently to provide you with the best service in the industry as well. The Justice Systems team will continue to work every day to be your trusted partner, delivering solutions that help you with your daily case management challenges. Our commitment will never change.

Thank you again for the opportunity to be your business partner. We are proud to serve to you.

Warmest Regards,

Ernie L. Sego  
Co-founder, President/CEO

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[www.justicesystems.com](http://www.justicesystems.com) • 505-883 3987 • Fax: 505-883-2845 • 4600 McLeod NE, Albuquerque, NM 87109