



City of Richmond Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Innovation Data Solutions **Contact Name:** Robin Cross

Address: 101 South Garland Avenue, Ste 300

City: Orlando **State:** Florida **Zip Code:** 32801

Phone Number (800) 749-5104 **E-Mail** receivables @powerdms.com

Duration of Contract: 1 year (THREE YEAR SOLE-SOURCE REQUEST)

Estimated Cost: \$ 8000.00 **Funding Source (Account String)** 01191021 400201

Is the product/service IT related? Yes No **If Yes, please attach the approved IT Authorization Form**

For Product: Is the recommended company the manufacturer of the product? Yes No

For Product: Does the manufacturer sell the item(s) through distributors? Yes No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

Annual subscription to Software as a Service (SaaS) PowerDMS training/policy management system that electronically distributes policies and training bulletins. PowerDMS provides the ability to track employee acceptance and review of training material; and allows online testing of distributed policies and procedures.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

In 2012, the Police Department subscribed to PowerDMS service that required time and effort to build out the employee database and creation of dedicated portal for department access. Vendor currently stores all employee training material and training records that have been posted and acknowledged. Continuing with the subscription will allow the department to continue to build upon the data and access to historical data for tracking and compliance.

(if additional space is needed, include them in a separate page)

Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- The required items are **proprietary to the Contractor**, and **contractor does not sell direct to the customer**. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

Note: If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- A specific item is needed:
 - To be compatible or interchangeable with existing hardware
 - As spare or replacement hardware For the repair or modification of existing hardware
- Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.*

PowerDMS is the only vendor that can interface with California POST for electronic compliance submission.

- Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. *Provide brief explanation and supporting evidence.*

Currently all training information and training records are kept with PowerDMS. To move to another platform, we risk losing the historical information as required by California POST and we will need to revert to manually submitting training documents to California POST (PowerDMS is the only vendor that allows for electronic submission to POST)

(if additional space is needed, include them in a separate page)

I acknowledge the City’s requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Police

Requester Name and Title: Eric Tam

Note: Requester must be able to defend this justification.

Date: 11/30/2021

Phone: 510-621-1819

Department Director (Print) Louie Tirona (Sign) [Signature] Date: 11/30/2021

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director:

DS
AB

DocuSigned by:

Belinda Brown
D7C865E27571475...

APPROVED: _____

DATE: 12/14/2021

NOT APPROVED: _____

COMMENTS:

DocuSigned by:

Shasa Curl
041871240BD14EC...

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City’s requirements and withstand any possible audit. The City’s requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.

I.T. – RELATED PURCHASES AUTHORIZATION

Form must be fully completed and signed prior to information technology related purchases

Date 11/24/2021

Requested Vendor PowerDMS V# _____

Vendor Address _____

Contact Person _____

Email Address _____


Phone No (_____) _____

Fax # _____

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
<u>1</u>	<u>Annual Renewal</u>	<u>\$ 7949.43</u>	<u>\$ 7949.43</u>
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>
			Total \$ <u>7949.43</u>

Purpose

This section must be completed with respective price quote(s) included with form:
Annual Renewal license for PowerDMS SaaS

Requested by

Lt. E. Smith #1329

Department Head
11.29.21

Approval Date

Sue
Hartman
IT Director
Digitally signed by Sue Hartman
DN: cn=Sue Hartman, o=City of
Richmond, ou=IT,
email=sue_hartman@ci.richmon
d.ca.us, c=US
Date: 2021.12.08 13:03:03 -08'00'

Approval Date

ADA (American with Disabilities Act) Compliance Access and Accommodation

Compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973: In order to improve accessibility of existing technology and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired, deaf and hard-of-hearing persons please answer the following questions:

Is this item ADA Compliant? Yes _____ No

If NO, please answer the following questions:

Will this item be used by the public? Yes _____ No
Can other vendors provide an ADA compliant product? Explain

Will this item be used by City employees? Yes No _____

Categories for Information Technology (IT) Product

- **Software applications and operating systems**
- **Web-based information and applications**
- **Telecommunications products**
- **Video and multimedia products**
- **Desktop and portable computers**
- **End user hardware**

Examples of Information Technology (IT) Products

- | | |
|---|---|
| <ul style="list-style-type: none">• World Wide Web• Scanners• Printers• Copiers• PDA's• Computers• Computer Software• Computer Operating Systems | <ul style="list-style-type: none">• Phones• Apps• Information Kiosks• ATMs• Multimedia• Videos• Fax Machines |
|---|---|