



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: Xebec Data Corp **Contact Name:** Kristin Zagray

Address: P.O. Box 862

City: Lafayette **State:** CO **Zip Code:** 80026-0862

Phone Number (303) 368-1252 **E-Mail** kzagray@xebecdata.com

Duration of Contract: 5 years

Estimated Cost: \$ 50,000 **Funding Source (Account String)** 01231031-400201

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)

Xebec Data Corp provided weekly Electronic Data Interchange (EDI) services that allows the City to import Pacific Gas & Electric (PG&E), East Bay Municipal Utility District (EBMUD), and Association of Bay Area Governments (ABAG) bills and energy usage data into our web-based Energy Manager database to process City bills for electronic payment to the respective vendor.

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.

Xebec Data Corp is the only data service firm that works with specifically with EDI along with PG&E, EBMUD, and ABAG to convert electronic data to an importable format into our web-based Energy Manager software system.

We have contracted with Xebec Data Corp since the inception of the utility management platform beginning May 1, 2010. This sole source is valid at the requested amount of \$50,000 per five year period with the option to extend at five year intervals through the lifetime of the Energy Manager software or until there are alternative formats in which the utilities companies submit their billing statements.

(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.*

N/A

- 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.*

The City has contracted with Xebec Data Corp since the inception of the utility management platform beginning May 1, 2010.

(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: Public Works

Requester Name and Title: Ana Crespin, Senior Administrative Analyst

Note: Requester must be able to defend this justification.

Date: 8/25/25

Phone: 620-5478

Department Director (Print) Robert Armijo (Signature) Robert Armijo Date: 8/22/25

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

Finance Director:

APPROVED: [Signature]

DATE: 8/29/25

NOT APPROVED: _____

COMMENTS:

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 8/21/25
Requested Vendor Xebec Data Corp v# 8075
Vendor Address P.O Box 862
Lafayette, CA 80026-0862
Contact Person Kristin Zagray, President
Email Address kzagray@xebecdata.com
Phone No (303) 368-1252 Fax # _____

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
<u>60</u>	<u>Monthly Subscription Fee</u>	<u>\$ 75.00</u>	<u>\$ 4,500</u>
<u>25,000</u>	<u>Per Document Fee</u>	<u>\$.99</u>	<u>\$ 25,000</u>
_____	_____	<u>\$ _____</u>	<u>\$ _____</u>
			Total \$ <u>29,500</u>

Purpose

This section must be completed with respective price quote(s) included with form:

Xebec transmits electronic bills from Pacific Gas & Electric (PG&E) to an importable format in the City's web-based Energy Manager database for bill payments. See attached Xebec EDI Services. Xebec has been providing this data since the inception of the program on May 1, 2010.

Requested by


Daniel C. Morris (Aug 28, 2025 13:29:06 PDT)

Department Head

08/28/25

Approval Date

Sue Hartman

IT Director

09/18/25

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 X **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

- **World Wide Web**
- **Scanners**
- **Printers**
- **Copiers**
- **PDA's**
- **Computers**
- **Computer Software**
- **Computer Operating Systems**
- **Phones**
- **Apps**
- **Information Kiosks**
- **ATMs**
- **Multimedia**
- **Videos**
- **Fax Machines**

SCOPE OF WORK - Xebec EDI Services

City of Richmond Utility EDI Program:

Partners: Pacific Gas & Electric

Project Specs: The City of Richmond uses Xebec's ECLynx Web EDI solution to receive EDI invoices from its Utility Vendors.

PG&E sends 810 EDI files to Xebec via the an EDI Network (VAN) each billing day.

Xebec keeps specific maps for each utility in the ECLynx system. We will also write a Custom Program to take the translated invoice data and create Richmond's required Import File format for its Energy Manager – its Energy Management software.

ECLynx is an automated system that runs at specific intervals defined by our clients. We poll Richmond's VAN mailbox each weekday.

When ECLynx runs it grabs all the bills received via the VAN from PG&E, translates them out of EDI format, runs the Custom Program to get the invoice data into the Energy Mgr required Import File layout. At the same time, it generates 997 Functional Acknowledgments that are sent back to PG&E, a Summary Report, Error Report, and PDF Bill Images (more details following). Next, ECLynx drops all the files to a Xebec maintained secure SFTP server.

The Summary Report simply reports the data processed during the session and includes each account # and its individual total due amount, and then total invoice counts and total dollar amounts for the run. The session data will be organized by Utility. See Appendix A for a sample.

The Error Report can include many different things but the most important category is one we call "Total Due Errors". This is where the program has found the total line items in the invoice do not match the EDI TDS segment where the utility reports the amount due on the invoice. When a client sees this error and reports it to Xebec, we investigate it and usually find some problem with the Utility's bill format or there is problem with the rate type or specific account. Other things Xebec clients like to have us include in this report are: Previous Balances, Credit Balances, Late Payment Fees, Rebill Bill indicators, etc. Usually, clients like to watch these items to be sure they are accurate and that they don't double pay bills or pay late fees that are unwarranted. Since Richmond is using an Energy Mgmt Prgm, many of those types of notifications aren't really important as it will use the program's reporting to track and monitor for these types of things. See Appendix B for a sample.

PDF Bill Images are bill representations that look very similar to the paper bills you receive from the Utility. Our solution ALWAYS generates these bill images. Almost all utilities insist upon shutting off paper bills upon moving to EDI billing. This is the only way the customer will have a visual representation of the invoice. This service is inherent in our EDI solution. See Appendix D for a sample.

The file naming convention for these files is as follows but can be modified to accommodate specific requests from our customers.

1. Energy Mgr Import file: richmond20251001.txt
Format is: Richmondyyyymmdd.txt
2. The PDF bill images: 0669111500-20200927-00515419.htm
The bill image file name is included within the import file so as to link this image to the imported bill record in AP or Energy Mgmt Program. The file naming format is the acct #, the process date, and a unique random #.
3. The Summary Report: Richmondsummaryreport20200927.txt
Format is Richmondsummaryreport + yyyymmdd.txt
4. The Error Report (when generated): edierror20200927.txt
Format is edierror + yyyymmdd.txt

Files are dropped to Xebec's SFTP server. Once the session files are picked up, Richmond can import the bills directly into Energy Mgr. It can use the Summary Report to be sure the # of bills imported from the Import Files matches the Summary counts we report. It can also use the Error Report to determine if there are any line items it wants to investigate before processing invoices for payment. Energy Mgr is then used to be sure bills lie within normal parameters, investigate red flags (like new meter #s, accts #s, outliers), analyze the batch and then extract the bill data to an AP file layout.

Support and Xebec responsibilities: Xebec will manage all the contact with each of Richmond's EDI partners on Richmond's behalf. We work through the testing phase with the utility, provide them with EDI Ids and VAN info, and coordinate the switch from testing to production. Once in production, we will investigate any billing problems Richmond reports to us (from their Error Reports) or if any bills seem to be missing data in the Import File, etc. We will investigate the error to determine whether there is a problem with the ECLynx system, its maps or custom programs. Once satisfied the problem isn't related to our system, Xebec will contact the Utility directly to troubleshoot possible problems in the Utility's 810 format or data content. We cc: Richmond on any problem investigation. Xebec offers normal support 8am-5pm MT to our phone lines. We also provide Richmond with an after-hours phone # in the case of any critical problem needing immediate attention.

Xebec handles all server maintenance on the hosted environment. Updates and improvements to the system are transparent to our customers. Should there be any required changes to your maps or custom programs due to utility changes, we work with the utility to understand new requirements, code and test needed changes, and implement them once we are satisfied the customer is ready. In 98% of EDI formatting changes, the customer is not even affected. Really the only time we've seen the need for the customer to be involved, is if the utility decides to change its acct # structure, and thus the acct #s sent in the 810 layouts. This is less an EDI change but more a data content problem that would have affected the customer had it still been receiving paper bills as well. Every now and again the utility will start sending a charge code it hadn't used before and Xebec will contact the customer to see how it wants it classified and sent through to their Energy Mgmt Program. Sometimes this is obvious and again the customer is not involved, sometimes advice from customer and/or the Energy Mgmt Prgm is required.

We use IDrive to backup files on all our hosted servers. We also keep backups of those environments on local computers at our site. In the event that we could not use IDrive backups to fix a problematic server, daily batches can be run on our computers until such time as the production server could be recreated.

Cost/Fees

The total annual # of bills calculation:

	# of docs
Sept 2024	377
Oct 2024	380
Nov 2024	383
Dec 2024	351
Jan 2025	378
Feb 2025	377
Mar 2025	369
Apr 2025	389
May 2025	382
Jun 2025	354
July 2025	382
Aug 2025	343
TOTAL	4465

Rates:

\$75/month subscription fee

\$0.99/invoice fee

Estimated Annual costs:

Subscription Fee - \$75/month x 12 months	\$900
Per Document Fees - \$.99 x 4465 docs	\$4.420
Annual Estimate:	\$5,320

You should pad your PO to maybe \$6,000 just in case your utilities send a bunch of rebills or the # of accts fluctuates slightly.

Appendix A – Sample Summary Report

Please note these are examples as to format. The totals are not meant to be valid.

Transmission Session Summary Report

Process Date: 04/09/2009

Acct #:	Bill Date:	Due Date:	Total:
04010022202	04/09/2009	04/27/2009	7.21
04029022201	04/09/2009	04/27/2009	105.65
04058452204	04/09/2009	04/27/2009	48.18
04058822208	04/09/2009	04/27/2009	99.29
04070452208	04/09/2009	04/27/2009	112.34

5 AEP Invoices for a Total Invoice Amount of \$372.67

Acct #:	Bill Date:	Due Date:	Total:
100032906099	04/09/2009	05/01/2009	528.44

1 Consumers Energy Invoices for a Total Invoice Amount of \$528.44

Acct #:	Bill Date:	Due Date:	Total:
0228793002	04/08/2009	04/22/2009	12.97
0480793002	04/08/2009	04/22/2009	24.49
1845792002	04/08/2009	04/22/2009	62.54

3 Georgia Power Invoices for a Total Invoice Amount of \$100.00

Acct #:	Bill Date:	Due Date:	Total:
2439875	04/08/2009	04/24/2009	262.40

1 Reliant Invoices for a Total Invoice Amount of \$262.40

Organization: Total

10 Total Invoices for a Total Invoice Amount of \$1263.51

Appendix B – Sample Error Report

Please note these are examples as to format. The account #s and figures are not meant to be valid.

Error Report

Process Date: 04/09/2009 07:33:21

PROCESSING ERRORS

AIMCO-AEP Invoice #: 0402902220120090409
Previous Balance Amount of 69.35
Late Charge Amount of 1.19

AIMCO-AEP Invoice #: 0407045220820090409
Previous Balance Amount of 54.79
Late Charge Amount of 1.75

AIMCO-AEP Invoice #: 0409235220420090409
Previous Balance Amount of 47.53
Late Charge Amount of 1.54

WESTAR Account #: 0345506185
Credit Balance Amount of -17823.42

WESTAR Account #: 0751780180
Previous Balance Amount of 2963.64

TDS OVERALL INVOICE TOTAL ERRORS

Error WESTAR Account #: 2105930090
TDS Amounts do not match
EDI Total: \$31.48 ECLynx Total: \$25.66

Error WESTAR Account #: 9470524090
TDS Amounts do not match
EDI Total: \$345.79 ECLynx Total: \$310.22

Appendix D – Bill Image Example



XCEL ENERGY
P O BOX 9477
MINNEAPOLIS , MN 554849477

Invoice Purpose	Invoice Type	Due Date	Account #	Amount Due
Original	Product/Service Bill	12/28/2012	5304511095	159.93

Bill To
JCPS COLUMBINEHILLSCTG D 09500
809 QUAIL ST
LAKEWOOD , CO 802155509

Service Address
JCPS COLUMBINEHILLSCTG D 93502
5907 W ELMHURST AVE
LITTLETON , CO 801285987

Account Activity			
Date of Bill	12/07/2012	Previous Balance	\$117.01
Premise Number	301070394	Total Amount of Payments	\$-117.01
		Balance Forward	\$0.00
		+ Current Bill	\$159.93
		Current Balance	\$159.93

Electric Service – Account Summary

Invoice Number	5304511095121207	Commercial Service -- 212 Kwh X 0.03920	\$8.31
Meter No.	0000G1416478	Grsa -- 19.06 Kwh X 0.14050	\$2.68
Rate	C (COMMERCIAL SERVICE)	Trans Cost Adj -- 212 Kwh X 0.00004	\$0.01
Current Reading	77344 Actual 12/07/2012	Elec Commodity Adj -- 212 Kwh X 0.03212	\$6.81
Previous Reading	77132 Actual 11/07/2012	Demand Side Mgmt Cost -- 212 Kwh X 0.00129	\$0.27
Measured Usage	212	Purch Cap Cost Adj -- 212 Kwh X 0.00685	\$1.45
Multiplier	1.0000	Service & Facility	\$10.75
KWH Used	212	Renew. Energy Std Adj -- 30.27 Kwh X 0.02000	\$0.61
		Subtotal	\$30.89

Gas Service – Account Summary

Invoice Number	5304511095121207	Usage Charge -- 166 Therms X 0.12133	\$20.14
Meter No.	00000R917299	Interstate Pipeline -- 166 Therms X 0.08252	\$13.70
Rate	CSG (COMMERCIAL)	Natural Gas 4 Qtr -- 166 Therms X 0.35577	\$59.06
Current Reading	7538 Actual 12/07/2012	Pipe Sys Int Adj -- 166 Therms X 0.01688	\$2.80
Previous Reading	7349 Actual 11/07/2012	Service & Facility	\$33.34
Measured Usage	189	Subtotal	\$129.04
Multiplier	0.8804		
Therms	166		

Summary Charges

No Summary Charges Provided