

JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

Sole Source Purchases are defined clearly, based upon a legitimate need, and are 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/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

Sole Source Services are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

Requesting Division

Name Robert Stack Division/Dept Enhanced 911

Phone 280-8200 Email rstack@lexington911.ky.gov

Type of Purchase: ☐ Goods/Materials/Equipment ☒ Services

Cost: \$2,000.00

Sole Source Request for the Purchase of: Services to access NeuStar Number Portability

Access Center, which is managed under contract with the Federal Communications Commission

☐ One Time Purchase ☒ To Establish Sole Source Provider Contract
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

Vendor Information

Business Name NeuStar, Inc.

Contact Name Rebecca Waters, Sr. Provisioning Coordinator

Address 21575 Ridgetop Circle, Sterling, VA 20166

Phone 571-434-5434 Email rebecca.waters@neustar.biz

STATEMENT OF NEED: (Add additional pages as needed)

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My division/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 LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

1. Describe the product or service and list the necessary features this product provides that are not available from any other option.

Neustar, Inc. is the sole vendor under contract with the Federal Communications Commission to manage telephone number (landline, wireless, and VoIP) portability between carriers. E911 accesses the database to resolve issues when calls to 911 do not present location information and carrier information as they should. Generally, the failure of a number to "port" between carriers is the root cause. Neustar serves as the sole clearinghouse in the USA for telephone portability and dispute resolution.

2. Below are eligible reasons for sole source. Check one and describe.

☐ Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

☐ Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

☒ Uniqueness of the service. Describe.

As noted in the attachment from the company's web site, NeuStar is under contract with the Federal Communications Commission to serve as the sole vendor to provide this service in the USA.

☐ The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

☐ Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

☐ Used item with bargain price (describe what a new item would cost). Describe.

☐ Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:

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3. Describe efforts to find other vendors or consultants (i.e. phone inquiries, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

A web search revealed that the FCC has contracted with NeuStar as the neutral sole source for maintaining the national telephone number registry that facilitates portability of telephone numbers in compliance with the Federal Telecommunications Act of 1996. 911 centers nationwide access the database when they encounter issues with data missing with the 911 call, such as location or carrier.

4. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

Pricing is consistent with the number of queries E911 makes annually of the NeuStar database, which is more than 1,000, but not >25,000. Neustar charges the same amount for all 911 centers in the nation based on the number of queries made against their database. E911 selected the cost band that is consistent with prior use.

5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Due to the unique nature of the service contracted by the FCC, there is no room for either cost savings or cost avoidance. NeuStar is the only firm in the USA that 911 centers can use for telephone portability research, which is necessary to maintain the local database of locations, addresses and carriers that each incoming 911 call "dips" into to provide information to the 911 operator.