



LEXINGTON

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 (\$2,499-\$10,000), formal quotes (\$10,001 - \$29,999.99), or formal bid (\$30,000 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 \$30,000 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 Lexington Fire Department Division/Dept Recruiting/Hiring
Phone 859-280-8926 Email lfdhiring@lexingtonky.gov

Type of Purchase: () Goods/Materials/Equipment () Services

Cost: \$13,950

Sole Source Request for the Purchase of: eSOPH Background System

☐ 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 Miller Mendel

Contact Name Tyler Miller

Address 1425 Broadway, #430 Seattle, WA 98126

Phone 206-333-4322 Email tjm@millermendel.com

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.

eSOPH (electronic Statement of Personal History) is a Software as a Service application specifically designed for processing public safety background investigations. Tyler Miller invented it and it is licensed exclusively to Miller Mendel, Inc. eSOPH provides our Recruiting/Hiring team inventive functionality of electronic reference checks to include viewing aspects of the applicant's history. Only one vendor sells this software.

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.

☐ 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.).

Internet searches were conducted by Recruiting/Hiring personnel and yielded no viable alternatives for a software that performed the same functions as eSOPH. Recruiting/Hiring personnel also reached out to the Lexington Police Dept. to inquiry about the background investigations software, since they're already using it.

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.)

Cost comparisons are not available since this is a stand alone product. However, checking with the Lexington Police Dept. who uses eSOPH, the quoted cost is appropriate as compared to their cost and services used.

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

The LFD aims to hire 1-2 fire recruit classes per year to sustain the number of firefighters needed to adequately fulfill the department's mission and responsibilities. Our investigators have a great responsibility to adequately investigate every applicant for the fire department because who we hire matters. It is of the utmost importance that the LFD continues to hire only those who demonstrate the highest level of integrity and display the strongest character. Based on the number of applicants we typically encounter, conducting background investigations requires around ten investigators are pulled from their regular assignments to fill the investigator role. In turn, this prevents various resources and personnel from readily responding to emergencies. With the purchase of the eSOPH software, it is believed that the number of investigators needed to conduct background investigations for a fire recruit can be reduced due to the services and capabilities offered by the eSOPH software. This improves the department's response to the community's needs and reduces potential overtime costs associated with investigators completing background investigations.