



# 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 Tammy Bradley Division/Dept Community Corrections  
 Phone 859-425-2609 Email tbradley@lexingtonky.gov

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

Cost: \$45,500

Sole Source Request for the Purchase of: case management software for  
use of force, employee misconduct, behavior & performance

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 CI Technologies, Inc.  
 Contact Name Tim Welter  
 Address 265 Edinburgh Rd S, Guelph, ON N1G2J6  
 Phone 800-620-8504 ext 728 Email twelter@iapro.com

**STATEMENT OF NEED:** (Add additional pages as needed)



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

No other company offers this software program with its capability.

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**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.)

Program is not offered by any other company.

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

None.

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