



## 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: Kevin Wentz

Division/Dept: Planning, Preservation & Development

Phone: 258-3436

Email: kwentz@lexingtonky.gov

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

Cost: \$64,325.00

Sole Source Request for the Purchase of: Accela Civic Platform (Right-of-Way Management)

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: Accela, Inc

Contact Name: Colin Samuels, General Council – Accela, Inc.

Address: 2633 Camino Ramon, Suite 500; Bishop Ranch 3; San Ramon, CA 94583

Phone: 925-659-3200

Email: [csamuels@accela.com](mailto:csamuels@accela.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.

Accela Civic Platform, an enterprise software solution, was implemented in 2010 within the Division of Water Quality. Today, the Department of Planning, Preservation & Development is in the process of implementing a second phase of the Accela Civic Platform to expand functionality and streamline workflow among LFUCG staff. Over the course of the last 5 years, Accela has expanded its operation by incorporating software modules that accommodate a multitude of local government-related functions. As a result, LFUCG is in a unique position to integrate these modules with existing Accela functionality, thus expanding services LFUCG can provide to residents and business partners. Examples of these services are as follows:

Accela Land Management - allowing online permit issuance.

Accela Asset Management – provides a means to track LFUCG assets and develop works order.

Accela Mobile Office – provides an thorough and efficient means to facilitate inspections among our Divisions

Accela Right-of-Way Management – provides a means to issue permits and facilitate inspections among the utility companies conduction work within city right-of-way

### 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.)

Accela Civic Platform is a 'software as a service' SAAS platform. As mentioned above, LFUCG has subscribed to a variety of modules to streamline internal workflow which, in turn, will allow a means for residents and business partners to conduct business with LFUCG on a 24/7 basis rather than the traditional 8:00 a.m.-5:00 p.m. business model.

A thorough RFP process was vetted in 2009/2010 among a variety of software platforms and Accela was the selected vendor.

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 inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).**

A thorough RFP process was vetted in 2009 among a variety of software platforms and Accela was the selected vendor.

**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 analysis was a function of the RFP process. Accela Civic Platform was the selected vendor do to the range of products and services it provides. The system's breadth and capacity to expand to the changing needs of our internal operations as well as the rapid changes in technology were significant factors. Per the direction of the CIO, we are currently implementing the Accela Civic Platform is a 'cloud-based' environment; Accela is a leader in this industry.

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

Return on investment will be a key measure of cost savings in addition to the operational efficiencies the system will ultimately provide. As a subscription model, costs will likely be circumvented due to the fact that LFUCG will not have to procure hardware to support this infrastructure, and the system will be supported with existing LFUCG staff.