



## 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 - \$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 Todd Samuelson Division/Dept Fire  
Phone 859-231-5674 Email samuelst@lexingtonky.gov

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

Cost: \$27,087.25

Sole Source Request for the Purchase of: Aeroflex 8800SX radio test set and autotune.

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 Testforce

Contact Name Sarah Mbemba

Address Testforce USA 15020 Beltway Drive Addison, Texas 75001

Phone 972-980-9959 Email sarah.mbemba@testforce.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.

This product will auto tune and align our current radio fleet and will allow us to purchase other brands in the future that can be aligned by this radio test set.  
This radio test set has the ability to test more brands of radios than other manufactures that are producing the same type of device. This company is always adding new radios that it can auto tune and they work directly with the manufacturer. They will not release the feature until it is approved by the manufacturer.

### 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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This radio test set has the ability to auto tune more radios than the other test sets on the market. They work directly with the manufacture to ensure that their unit functions properly. They are constantly adding new radios that they can auto tune which will allow this unit to tune new radios that are purchased.



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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.).**

I have reached out to other vendors to see what other options are available and this option is the best purchase for our current and future needs.

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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.)

I have received quotes from different vendors and the price is fair and reasonable. The other vendor is selling a test set that has less features and abilities and is more expensive than the one we are purchasing.

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

It will take less than two years to realize savings with the auto test set. This will allow us to align radios in house versus sending them to a vendor.

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