



## 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 Patricia Dugger Division/Dept Emergency Management

Phone 859-258-3784 Email patd@lexingtonky.gov

Type of Purchase:  Goods/Materials/Equipment  Services

Cost: \$3,000.00

Sole Source Request for the Purchase of: IDAM - Damage Assessment (web-based software as a service (SAS))

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 The Schneider Corporate dba qPublic

Contact Name Keri Brennan

Address 8901 Otis Ave, Indianapolis, IN 46216

Phone 317-826-7100 x7390 Email kbrennan@schneidercorp.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.**

See attached documentation

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**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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See attached documentation

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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.).**

See attached documentation

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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.)

See attached documentation

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

See attached documentation

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Justification for IDAM as Sole Source Certification for local governments (From Fayette Co, KY)

Statement of Need:

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

IDAM™ – the Integrated Damage Assessment Model software is designed to be used by communities after a natural disaster to quickly and accurately assess damage with documented estimates produced in several formats, including state and FEMA forms. IDAM™ uses local GIS, property appraiser / assessor data, for initial estimates of damage that can be produced in minutes simply by outlining the damaged area in the GIS. IDAM™ then organizes the affected parcels so that field teams can perform Individual Assistance and Public Assistance damage surveys.

2. Below are eligible reasons for sole source. Check one and describe.
  - Licensed or patented product or service. No other vendor provides this. Warrant or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.
  - Existing LFUGG equipment, inventory, custom-built information system, custom built data inventory systems, 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 LFUGG 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 this 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:

Description:

After a disaster damage assessment is critical to the community's recovery and federal funding qualifications. IDAM™ provides both initial damage assessment estimates (first 18-36 hours) and, later, detailed disaster damage estimates. This technology is designed to perform "IA" (Individual Assessment) and "PA" (Public Assistance) functions, as defined by FEMA and the SBA. To assure that the community is ready qPublic has preloaded IDAM™ with connections to your communities GIS, Property Appraiser/Tax Assessor databases building characteristic data, including property records and values. The property Appraiser/Tax Assessor database is updated on a weekly basis. The outputs from IDAM™ include all FEMA and State Emergency Management forms, properly formatted and filled out, along with GIS data that can be integrated back into the County GIS for analysis and display.

3. Describe efforts to find other vendors or consultants (i.e. phone inquiries, web site searches, contacting the manufacturer to see if other dealers are available to serve region, etc.)
  - a. No other vendors have a contracted relationship with Lexington-Fayette County.
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.)
  - a. Lexington-Fayette County does not have to pay for the Assessment (PVA) data. IDAM™ is priced based on the parcel count of the County/City. Annual fees are \$3000 and IDAM has no restrictions based on it, can be used for testing and training purposed throughout the year (as often as the agency likes). IDAM™ is available via the hosted service 24/7.
5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.
  - Lexington-Fayette County is already contracted with qPublic (The Schneider Corporation) for additional services through the PVA office. The agency pay for the software services to access PVA data without additional cost as part of the IDAM™ agreement. To go to another vendor, we would have to pay for the software service and the data.
  - After a disaster, the Agency is able to quickly complete both Individual Assistance and Public Assistance damage surveys, minimizing the amount of redundant paper work by having field crews complete paper surveys then needing to compile them in the office for submission to FEMA and state agencies. IDAM™ works in the field, either with a live wi-fi or cellular connection to the IDAM™ website or disconnected on a Windows Mobile tablet in a standalone format. Data collected is pre-formatted in State and FEMA standard forms for quick delivery to those agencies. IDAM™ is a sophisticated post-disaster planning tool providing documented damage estimates that allow decision-makers to act swiftly to needed disaster responses (i.e., “declaring the disaster” or not), thus facilitating the integrity of important funding decisions in disaster-stricken areas.