



## 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 (\$2,500-\$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  Lt. Chris Sizemore  Division/Dept  Police/Special Investigations

Phone  859-258-3541  Email  csizemore@lexingtonpolice.ky.gov

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

Cost:  \$20,878.60

Sole Source Request for the Purchase of:  
 IBIS: SafeGuard Warranty & Protection Plan

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  Forensic Technology, Inc.

Contact Name  Diane Cannata

Address  7975 114th Ave. North, Suite 2500 Largo, FL 33773-5028

Phone  214-502-6453  Email  Diane.Cannata@leadsonline.com



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

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.**

The service agreement through Forensic Technology is structured to ensure continued compatibility with the NIBIN network. As such, Forensic Technology is the only vendor capable of covering this equipment. Only a service agreement through Forensic Technology can provide remote monitoring of the system, 24/7 technical support, and the automatic software upgrades that ensure ongoing compatibility with the NIBIN network, as well as other hardware upgrades needed to keep pace with software updates.

**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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Furthermore, servicing of this equipment requires access to proprietary, commercially-sensitive information that is only usable by employees of Forensic Technology.



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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 been in contact with The ATF who provided the Lexington Police Department with our IBIS® Acquisition Station (Serial #BRTX00000921) and they advised that Forensic Technology is the only vendor that can supply and support this system, and that this system is the only technology that has undergone and passed the security standards needed for integration into the ATF's NIBIN network.

**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.)

The price for the maintenance agreement is consistent with maintenance agreements for similar systems.

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

By continuing to re-license and support the existing hardware, the cost of procurement of new IBIS® BRASSTRAX Acquisition Station is avoided. The cost of this system which was provided by our federal partners for the benefit of our department's (and surrounding departments) investigative efforts is over \$100,000. As part of this agreement, the ATF covered the cost of the IBIS: SafeGuard Warranty & Protection Plan for the first 3 years, and we agreed to assume the cost after that expiration. The term of the agreement is 60 months with broken down into annual payments. This agreement locks us into a discounted set price (\$20,878) for a program which will be utilized heavily in the foreseen length of the agreement and beyond. The set price will also protect the agency from yearly fee increases which could potentially save \$20,000-\$30,000 over the course of the agreement term.