

# Sole-Source/Single-Source Justification

It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or service. Florida Statute, Chapter 838.22

## Sole Source Definition:

A source selected for the purchase of goods or service over \$3,000.00 when there are no other sources capable of providing the goods of services except for the one selected.

## Single Source Definition:

A source selected for the purchase of goods or service over \$3,000.00 due to the compatibility of equipment, replacement parts, training, warranty, or some other unique purpose even though other sources are available.

Sole Source/Single Source purchases of \$50,000 or more require City Commission approval.

General Info	Vendor Info	Goods/Service Info	Authorization
<b>Requesting Dept:</b> FINANCE & ADMIN			<b>Requestor's Name:</b> SEERAM,NAFISA for Asha Benjamin
<b>Today's Date:</b> 08/04/2022			<b>Requestor's Title:</b> PROCUREMENT TECHNICIAN
<b>Total Amount:</b> \$80,299.00			<b>IT Related Purchase:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Description of Product or Service:</b> eProcurement software suite. Ion Wave Technologies, Inc. has been in use for the past ten (10) years with the City facilitating strategic sourcing electronically by providing Software Licensing and Use - see Inter-Office Memorandum attached for additional details.			
<b>Or if based on usage not to exceed approved budgeted funds:</b>			
<b>Fund:</b> 0141	<b>Account:</b> 4675		<b>Project Code:</b>
<b>Initial Contract Term:</b> 10/01/2022	<b>to:</b> 09/30/2027		
<b>Renewal Terms:</b>	<b>to:</b>		
	<b>to:</b>		
<b>Vendor Name:</b> Ion Wave Technologies, Inc.			
<b>Vendor Contact:</b> Dek Prentice			
<b>Street Address:</b> 3653 South Avenue			
<b>City:</b> Springfield			
<b>State:</b> Missouri			
<b>Zip:</b> 65807			
<b>Email Address:</b> dprentice@ionwave.net			
<b>Phone (TYPE #s ONLY NO DASHES):</b> (417) 823-7773			
<b>Fax (TYPE #s ONLY NO DASHES):</b> ((417) 7) -823 x7778			
<b>Please check all statements applicable to the purchase of the particular good/service you are requesting as a sole or single source purchase:</b>			
<input type="checkbox"/> Sole provider of a licensed or patented good or service.			
<input type="checkbox"/> Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services.			
<input type="checkbox"/> Sole provider of goods and services for which the City has established a standard.			
<input type="checkbox"/> Sole provider of factory-authorized warrant service.			
<input type="checkbox"/> Sole provider of software maintenance/annual fees on existing software or web-based subscription			
<input type="checkbox"/> Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (attach documentation).			
<input type="checkbox"/> None of the above apply. A detailed explanation and justification for this sole source request is attached.			
<b>Product/Service Specifications:</b>			

Ion Wave, a sole proprietor of an eProcurement Software Suite named eBid System.

Manufacturer:

Model No:

Ion Wave Technologies, Inc.

**Features Requirements:**

List the major features/capabilities that are required. What unique design/performance features does this good or provider of the services have that are essential to your requirements? Provide a brief technical explanation as to why these features are essential. Identify the manufacture/model of your existing equipment, if applicable.

The Ion Wave eBid System has been in use by the Procurement Division since 2012. It is the City's official record and master copy and currently houses over 775 citywide contracts. It is a strategic sourcing solution that offers supplier management (a platform that streamlines supplier registration, simplifies vendor outreach and communication, while maximizing vendor engagement and boosting vendor relationships), electronic bidding (conducts fully electronic solicitations, produces reports, tabulations, invites suppliers, etc.) and contract management (a centralized contract repository, which houses insurance certificates, bonds, allowing for customizable reminders, an intuitive dashboard, etc.). These features are essential to the operations of the Procurement Division providing an electronic competitive bidding tool is in line with the City's green initiatives, the software allows for transparency, mitigates risk by setting automatic reminders for certificates of insurance, bonds, contract renewals and re-bids.

**Competing Brands Investigated:**

Did you consider other goods or providers of services with similar capabilities? Indicate specific brands/models of competitors' products that were investigated and describe why they do not meet listed Features Requirements. List all contact names and phone numbers for competitors.

Ion Wave, a sole proprietor of an eProcurement Software Suite implemented in 2012.

**Brand Name Source:**

Is the specific brand/model being recommended for procurement available from more than one source (i.e. more than one dealer or distributor)? If yes, list all ruled out vendors, why they were ruled out, and the contact name and phone numbers of those vendors.

N/A

**Statement of Need:**

My 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 City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, type of equipment, materials or firms been in deciding influence on my request to sole source this purchase when there are other known suppliers to exist. I have attached the pertinent documentation showing what market research was conducted to preclude other items from consideration.

**Policy:**

Sole sources purchases exceeding \$50,000 require City Commission approval. If in one year or over the life of the contract terms combined, the amount exceeds \$50,000, this executed Sole Source shall require City Commission approval. A Notification of Intent to Award a Sole Source/Single Source will be posted electronically for at least 7 business days as per Section 287.05(3) (c), Florida Statute as amended from time to time.

Requestor:

Seeram, Nafisa

Date:

08/04/2022

Department Director:

Lake, Peta-Gay

Date:

08/04/2022

IT Approval:

Porras, Francisco

Date:

08/11/2022

Procurement Manager:

Jeethan, Linda

Date:

08/16/2022

Finance Director:

Lu, Karin

Date:

08/17/2022

City Manager:

Date: