

# 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 \$2,500.00 when there are no other sources capable of providing the goods or services except for the one selected.

## Single Source Definition:

A source selected for the purchase of goods or service over \$2,500.00 due to the compatibility of equipment, replacement parts, training, warranty, or some other unique purpose even though other sources are available.

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## General Information:

Date: August 16, 2017 Requestor's Name: Scott Slavin  
Total Amount: \$33,192.00 Requestor's Title: Sergeant  
Requesting Department: Police

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## Vendor Information:

Vendor Name: Thomson Reuters  
Vendor Contact: Eddie Carreras  
Street Address: 610 Opperman Drive D4.S3540  
City/State/Zip: Eagan, MN 55123  
Email Address: eduardo.carreras@thomsonreuters.com  
Phone: (225) 933-8228 Fax: (866) 490-2780

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**Please check all statements applicable to the purchase of the particular good/service you are requesting as a sole or single source purchase.**

- Sole provider of a licensed or patented good or service
- Sole provider of items that is compatible with existing equipment, inventory, systems, programs or services
- Sole provider of goods and services for which the City has established a standard
- Sole provider of factory-authorized warranty service
- Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (attach documentation)
- None of the above apply. A detailed explanation and justification for this sole source request is attached.

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## Goods/Services Information:

### 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:

Consolidated Lead Evaluation and Reporting (CLEAR) is critical in conducting criminal investigations. The CLEAR program uses Entity Resolution applied across results from all sources as they are returned. This maximizes the value of searching multiple sources and saving time by automating the process of record comparison; Relevant Scoring application that allows them to return the most relevant and most current records at the top of the results list; Search Federation which allows investigators to enter specific search criteria once, and then returns all relevant data, regardless of the source; Batch Requests where multiple social security numbers and phone numbers may be queried at one time; and provide full access from mobile, wireless devices, including smartphones; Real Time Incarcerations data made available within hours of arrest.

### 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.

There are other law enforcement databases available; however, no other database was found that can meet all the features offered by CLEAR. IMB's i2 COPLINK identifies and finds people, but not things owned by them. Dun and Bradstreet is excellent for identifying businesses, their owners but that is only part of the investigation. No other available database includes all of the information or capabilities required by our department on criminal cases.

### 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.

No, Thomson Reuters is the sole provider of the CLEAR program. The CLEAR program has become an invaluable investigative research tool for our department.

Linda, 11/27/17  
Jeannette and  
Terrill have  
reviewed the  
agreement.  
\*Agenda Item Thanks  
pending signature  
of Sole Source Form. Pam

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## 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, types of equipment, materials or firms been a 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.

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## Policy:

Sole source purchases exceeding \$25,000 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.

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## Authorization:

**\*A minimum of two different individual approval signatures are required.**

Researcher: Sgt. S. Slavin Date: 11/20/17

Requestor: Sgt. S. Slavin Date: 11/20/17

Department Director: [Signature] Date: 11/20/17

\*Purchasing Manager: [Signature] Date: 11/27/17

\*Finance Director: [Signature] Date: 11/28/17

**If Purchase is over \$10,000:**

\*City Manager: [Signature] Date: 11/28/17

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## PURCHASING USE ONLY:

Advertise Sole Source Notification:  Yes  No Electronic Posting Date: \_\_\_\_\_

Statements of Disagreement Received:  Yes  No Electronic Removal Date: \_\_\_\_\_