

# 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

Requesting Dept: POLICE

Today's Date: 10/10/2023

Total Amount: \$52,119.24

Description of Product or Service: Monthly payment of \$4,343.27 x 12 months = \$52,119.24 for the first year with an automatic renewal at 3% each year. This software is a web-based investigation platform that will provide the most current information available. CLEAR has exclusive license agreements with many data sources to provide live information. CLEAR exclusively allows user to set up parameters, first, second, or third degree of separation and allows department to audit the use of the program by reports of usage and actual searches done by investigators.

Requestor's Name: DIAZ,KAYTEE

Requestor's Title: POLICE ADMIN SPECIALIST

IT Related Purchase:  Yes  No

Or if based on usage not to exceed approved budgeted funds:

Fund: 0161

Account: 5430

Project Code:

Initial Contract Term: to:

Renewal Terms: to:

to:

Vendor Name: Thomson Reuters

Vendor Contact:	<input type="text" value="Michael McHale"/>
Street Address:	<input type="text" value="610 Opperman Drive"/>
City:	<input type="text" value="Eagen"/>
State:	<input type="text" value="Minnesota"/>
Zip:	<input type="text" value="55123"/>
Email Address:	<input type="text"/>
Phone (TYPE #s ONLY NO DASHES):	<input type="text" value="(407) 289-6382"/>
Fax (TYPE #s ONLY NO DASHES):	<input type="text"/>

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 are 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 warrant service.
- Sole provider of software maintenance/annual fees on existing software or web-based subscription
- 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.

**Product/Service Specifications:**

This software is a web-based investigation platform that will provide the most current information available. CLEAR has exclusive license agreements with many data sources to provide live information. CLEAR exclusively allows user to set up parameters, first, second, or third degree of separation and allows department to audit the use of the program by reports of usage and actual searches done by investigators.

Manufacturer:	<input type="text"/>	Model No:	<input type="text"/>
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**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.

Web-based investigative platform that will provide the most current information available (CLEAR has exclusive license arrangements with many data source provide live information), pulls from all three credit bureau reporting agencies, and deep web analytics. CLEAR exclusively allows users to set up parameters, first, second, or third degree of separation and allows department to audit the use of the program by reports of usage and actual searches done by investigators. With CLEAR detectives are able to locate people, assets, property, criminal history, and other critical facts need when conducting an investigation.

**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 meets all the features offered by Thomson Reuters. None of the other available databases include all the information in one place required by the police department on criminal cases. CLEAR has exclusive license arrangement with many data sources to provide live information.

**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. CLEAR has become an invaluable investigative research tool for our department.

**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.

<b>Requestor:</b>	Diaz, Kaytee	<b>Date:</b>	10/18/2023
<b>Department Director:</b>	Arenal, Butch	<b>Date:</b>	10/10/2023
<b>IT Approval:</b>	Porras, Francisco	<b>Date:</b>	10/11/2023
<b>Procurement Manager:</b>	Jeethan, Linda	<b>Date:</b>	10/18/2023
<b>Finance Director:</b>	Lake, Peta-Gay	<b>Date:</b>	10/18/2023
<b>City Manager:</b>		<b>Date:</b>	