

SOLE SOURCE JUSTIFICATION
Not Required for Single Purchases Under \$10,000

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

Sec. 11-32 Sole source procurement.

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file. (Ord. No. 1717, § 2, 1-5-16; Ord. No. 1945, § 1, 8-2-16)

Department: IT
Contact Name: Dan Stowers
Contact Phone: 804-556-5820
Date of Request: 7/8/25

1. Service Description or Product and Manufacturer Name/Model

NICE Inform vs r10 Upgrade. This includes CTD, CTI and ANI/ ALI support, which is provided through Applied Digital Solutions. _____

2) Estimated cost: \$32,740.10

3) Required delivery or performance date: Start upon signed contract.

4) Vendor name and address (name of "sole" product supplier or service provider):

Applied Digital Solutions, Inc.
210 Townepark Circle, Ste 100
Louisville, KY 40243

5) Describe the unique design/performance features that make this product, system, or service unique and unavailable from other sources. Be specific:

Proprietary Product.

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6) How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.

This is an upgrade to the existing product.,

7) How did you determine that the quoted cost of the goods or services is reasonable?

The pricing is consistent with work of a similar nature.

8) What product, system, or service provider has your Department used until now to satisfy this requirement?

Always used this product. Currently on an older version.

9) Is this request a one-time request or is this a part of an on-going project that will require future expenditures? If yes, explain:

This is a one-time request. Only the annual maintenance/support fee is renewed each year.

10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation, or will this supply or service become a sole source request?

No

11) What will be the consequences if this request is denied?

Product needs to be upgraded to have the most up to date technology for integration of other systems being used by the County such as the Radio system, security and IT sub-systems:

APPROVED/DENIED BY: Mary Zapata DATE 07/10/2025
(Purchasing Director) SS 2026-02
PO 12600018