

## Sole Source Justification Fact Sheet

RsMO 50.783: The county commission may waive the requirement of competitive bids or proposals for supplies when the commission has determined in writing and entered into the commission minutes that there is only a single feasible source for the supplies. Immediately upon discovering that other feasible sources exist, the commission shall rescind the waiver and proceed to procure the supplies through the competitive processes.

Vendor Name Lexipol, LLC

Vendor Address 16755 Von Karman Ave, Suite 250, Irvine, CA 92606

Product Description: Lexipol provides comprehensive, defensible policies written by legal and public safety professionals. LEXIPOL's legal and experienced public safety team instills complete confidence by constantly monitoring and reviewing government legislation and case decisions. More than 150 policies based on federal and state statutes, case law and law enforcement best practices.

Amount	\$7,700 \$13,996	Account	279/556 286/555	Line Item	209 228
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The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

### 1. Please check the reason(s) for this sole request:

- Only known source – similar equipment or material not available from another vendor.
- Equipment or materials must be compatible with existing equipment.
- Immediate purchase necessary to correct situation threatening life/property.
- Lease purchase – Exercise purchase option on lease.
- Used Equipment – Within price set by one/two appraisal(s) by disinterested party(ies)
- Other – Attached additional sheets if necessary

### 2. Briefly describe the commodity/material you are requesting and it's function.

Lexipol provides comprehensive, defensible policies written by legal and public safety professionals. LEXIPOL's legal and experienced public safety team instills complete confidence by constantly monitoring and reviewing government legislation and case decisions. More than 150 policies based on federal and state statutes, case law and law enforcement best practices are typically provided.

**3. Describe the unique features /compatibility of the commodity that precludes competitive bidding.**  
LEXIPOL has been the provider of Clay County Sheriffs Office Policy & Procedures since at least 2013, and is the only known provider that can provide this service compatible with our current system. To abandon this system and start over would be cost prohibitive.

**4. What research has been done to verify this vendor as the only known source?**  
LEXIPOL is the only known provider of this system of policy & procedures necessary for the functioning of the Clay County Sheriff's Office based on internet research, discussion with other law enforcement agencies, and testing of other policy manual software.

**5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?**

- YES (Attach a list of known sources)  
 NO

**6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement?**

This product must be compatible with our current system of policy and procedures, otherwise it would require abandoning out current system and starting all over again, a costly and possibly legally expensive proposition.

**7. If this is an initial purchase and it is approved and processed, what upgrades/additions/supplies/etc. are anticipated over the useful life of this product?**

This is a continuation of the service and supply of Sheriff's Office policy & procedures that have been in place continually since at least 2013.

**8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please list previous purchase order numbers.**  
NOT APPLICABLE

**9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other). Please provide document numbers.**

LEXIPOL was previously purchased via requisition through the normal purchasing process. It was initially provided for no cost to Clay County through the auspices of the County's previous insurance provider - MPR.

**10. What are the consequences of not securing this specific commodity/material?**

Potential consequences of not securing this service would mean that the Sheriff's Office policy & procedures would lapse and not be legally vetted, possibly exposing the County of Clay to increased liability. This product must be compatible with our current system of policy and procedures, otherwise it would require abandoning out current system and starting all over again, a costly and possibly legally expensive proposition.

**11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached if necessary).**

NOT APPLICABLE

**12. How long is the sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?**

It is anticipated that this will be need to be a continuous SOLE SOURCE purchase, as long as Clay County continues to use this service.

**UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT**

<b>Requestor:</b>	<u>P.C. Vescevo III</u>	<u>3/11/19</u>
	Signature	Date
<b>Expenditure Authority:</b>	<u>P.C. Vescevo III</u>	<u>3/11/19</u>
	Signature	Date
<b>Purchasing Department:</b>	<u>Alesia H</u>	<u>3/12/19</u>
	Signature	Date

Sole Source Number: 28-19  
(completed by purchasing)

Resolution Number: 2019-123  
(completed by purchasing)