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 STL SOFTWARE, INC

Vendor Address 1246 POSTGROVE DRIVE, ST. LOUIS, MO 63146

Product Description ADDED MODULE TO EXISTING PERSONAL PROPERTY SOFTWARE

Amount $19,500.00   Account 285-720   Line Item 228

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:

- [x] 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.

THIS IS WAS AN ADDITIONAL MODULE (ONLINE ASSESSMENTS) ADDED TO THE EXISTING PERSONAL PROPERT SOFTWARE USED BY THE ASSESSMENT DEPARTMENT.

3. Describe the unique features /compatibility of the commodity that precludes competitive bidding.

STL SOFTWARE INC IS THE ONLY VENDOR THAT DESIGNED THIS SOFTWARE

4. What research has been done to verify this vendor as the only known source?

THIS VENDOR HAS BEEN A SOLE SOURCE VENDOR SINCE 2008

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

- [ ] YES (Attach a list of known sources)
- [x] NO

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

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?

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.

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

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

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

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?

    THIS IS ONGOING

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

Requestor: _____T. Baldwin_____ __11/9/22__
                              Signature   Date

Expenditure Authority: ___Dawn Notterman___ __11-9-2022__
                                          Signature   Date

Purchasing Department: _____
                                                Signature   Date

Sole Source Number: __**88-22**_____
                                    (completed by purchasing)

Resolution Number: _____
                                  (completed by purchasing)

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