

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 Sympro

Vendor Address PO BOX_7247-7839 Philadelphia, PA 19170-7839

Product Des__ Treasury Management Software

Amount \$11644.94 Account 100-502 Line Item

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.

Sympro is the investment software used to track the investments made by the Treasurer's Office.

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

Used to track investment purchases and interest.

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

The Sympro software has been used by the Treasurer's Office for thirteen years.

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

- (Attach a list of known sources)
NONE

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

NA

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?

NA

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.
PO 21-03454

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

Purchase Order

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

Treasurer's Office could not electronically keep track of all CDs that are purchased.

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

NA

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?

Unless another software is purchased, this will be a recurring Sole Source purchase.

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

Requestor: Bob Naus 11/19/21
Signature Date

Expenditure Authority: Bob Naus 11/19/21
Signature Date

Purchasing Department: Mesic 11/19/21
Signature Date

Sole Source Number: 96-21
(completed by purchasing)

Resolution Number: _____
(completed by purchasing)