

CITY OF FLAGSTAFF
SOLE SOURCE PROCUREMENT REQUEST

(Divisions/Sections Requesting Sole Source Purchase Must Complete This Form)

TO: Purchasing Section Buyer

PREPARER: Rick Tadder

DEPARTMENT: Finance

REQUISITION NUMBER: _____ **DATE SUBMITTED:** May 7, 2019

Check one:

X ***Is this a sole source procurement?*** "Sole Source" is defined as a product or service available from only one known source. Please answer the 4 questions below and attach all documentation and sign.

X ***Is this a proprietary procurement?*** A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. Please answer the 4 questions below and attach all documentation and sign.

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/propriety procurement) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

1. Briefly, what is the scope of the project in which this product or service will be used.
 - ResourceX provides the only known software and consulting services for an organization to implement a Priority Based Budgeting system. The software allows the City to identify programs and services, cost the programs/services out, score and evaluate the programs/services, and prioritize the programs/services for the City. This is all completed within the software specifically developed by ResouceX.

2. Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?
 - Priority Based Budgeting consulting services, software implementation and ongoing software license, support and maintenance services. ResourceX is the only vendor that offers a software solution for the recognized best practice of Priority Based Budgeting. Based upon their documented due-diligence, there is no equivalent.

3. Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

- ResourceX, is the owner and developer of this Priority Based Budgeting software and no other company develops or distributes comparable software products with the same functionality.

4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

- Staff researched other budgeting options such as base line budgeting, performance-based budgeting and budgeting for outcomes. Of these methodologies, staff chose the priority-based budgeting and feel it would be successful for this organization. We researched for companies that provide a software solution to help the City be most successful. There was no other software found. The initial discussion with ResourceX provided a cost of \$63,000 for implementing. Within the current contract we are looking at approximately \$50,000 with the potential of some enhanced services should the City choose.

Rick Teller 5/7/2019
Authorized Departmental Signature Date

[Signature] 5/7/19
Purchasing Section Buyer's Signature Date

[Signature] 5/7/19
Director of Purchasing Signature Date