

**CITY OF FLAGSTAFF
Purchasing Section**

Special Procurement Justification (check applicable box below)

Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form

Sole Source Procurement Justification
 Proprietary Procurement Justification
 Emergency Procurement Justification

TO: Purchasing Section Buyer

PREPARER: Katie Brandis

DIVISION/SECTION: Police
Department

DATE SUBMITTED: 10/13/2020

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.

Sole Source Justification

1. Briefly, what is the scope of the project in which this product or service will be used.

We are requesting a Computer Aided Dispatch (CAD) upgrade through Hexagon (formerly Intergraph). We have used this CAD software for over 20 years. The version we are running on is 9.1 and the most current version is 9.4. Version 9.1 is no longer supported by Hexagon since the majority of their customers have upgraded to the current version. The software has not been updated since 2011 and we are starting to see significant failures more often. Since this is an upgrade of the software we have been using for over 20 years training on it will be minimal which is important in emergency services.

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?

The vendor is Hexagon (formerly Intergraph). The system will be compatible with our new Records Management System (RMS) which was recently upgraded. The CAD software has specific integrations to our agency and is only offered through Hexagon. For example, our 911 telephone system is already integrated into the software which allows us to process emergency calls for service faster. Text-to-911 which will be live in December 2020 will be integrated into the software and Rapid SoS mapping program will be integrated in the new system. All these tools help us provide the best customer service possible. The CAD upgrade project is ready to begin as soon as we get the approval from Council and Purchasing.

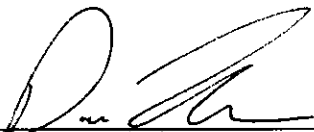
3. Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

We have looked into several other CAD systems. This is the one that best fits our needs as a 911 Communications Center. As noted above we will be able to integrate all of the programs we are currently using to make for faster call processing. To change to a different CAD system would require much more training for dispatchers and supervisors. Training would be difficult since we have five vacancies and have to staff the center 24/7/365. The best solution is to go with the system we already know how to use. The price for this upgrade is less expensive than some of the other CAD systems I have looked into.

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

I negotiated with Hexagon for several months on a price to fit our budget. They were able to provide us the servers at a lower price than the quoted government price provided to the County IT Department. We went line by line through each expense to see where we could save money. I believe we got a reasonable and fair price for the system.


This justification is valid through _____ 3 Years _____ (TO BE DETERMINED BY BUYER).
(Maximum 3 years)



Authorized Signature Date 10-14-2020

Dan Musselman Interim Chief of Police

Printed Name Title



Purchasing Section Buyer's Signature Date 10/13/2020

Emily Markel Senior Procurement Specialist

Printed Name Title

Purchasing Director Signature Date