



Max Bricka, CPSM  
PURCHASING AGENT / DIRECTOR

3/16/16

Williamson County Commissioners Court

Re: Sole Source recommendation for Aunt Bertha Enterprise Program Search

Dear County Judge and Commissioners,

Recently our county Mobile Outreach / Emergency Services department made a request for qualifying the **sole source purchase of software from Aunt Bertha Inc.** This software will allow Williamson County citizens to conduct internet searches for human services available throughout Williamson County.

After reviewing all documentation requested and provided by Mobile Outreach / Emergency Services, I **recommend qualifying this request as a sole source purchase, per Texas Local Government Code sections 262.003 (a) and 262.024 (a) (7).**

The process has included the following:

- Public posting of an RFI in BidSync for 14 days, with no responses received from any other competitor, requiring additional analysis or consideration
- A signed Sole Source Justification Request
- A letter of justification from the supplier, establishing why their product / service is only available from their company
- A notarized Sole Source Affidavit completed by the supplier
- A signed letter of recommendation from John Sneed, Sr. Director of Emergency Services
- A Software Agreement with the fee structure listed as \$1000 per month
- A notarized Certificate of Interested Parties (Form 1295) as required by the Texas Ethics Commission

If you have any questions or concerns, please contact me at any time.

Sincerely,

Max Bricka  
Williamson County  
Purchasing Agent / Director

**Williamson County Purchasing Department**

901 South Austin Ave.  
Georgetown, Texas 78626  
(512) 943-3553

[www.wilco.org/purchasing](http://www.wilco.org/purchasing)  
[purchase@wilco.org](mailto:purchase@wilco.org)

## Sole Source Justification Request

**This request is for a:**

**Sole Source Item** (goods or services are available from ONLY this supplier due to a unique capability, patent, copyright, secret process, or capability to meet the requirements of the solicitation)

This Sole Source justification requires additional documentation and requirements as listed below. **One of these steps may require placing a public notice in BidSync for 14 days, in order to allow any possible competitors to come forward with equivalent goods or services.** This step will be completed by the Purchasing Team that supports your office or county department after all required documents have been submitted. In addition, all sole source justifications must be approved in Commissioners Court.

**Required Documentation that must accompany this request before this purchase can be considered** (any missing documentation will result in delays). *Check all included documents:*

- ☒ This request form completed and signed
- ☒ A written quote from the supplier, listing the goods, services and pricing
- ☒ Letter of justification from the supplier (on company letterhead and signed by an authorized representative) establishing why they are the only Sole Source provider of the service or item
- ☒ Notarized Sole source affidavit completed by the supplier
- ☒ Signed letter of recommendation from the Elected Official or County Department Head

Requestor Name and County Office / Department: Kelly Luna - Emergency Services

Requestor Title: Analyst

Requestor Phone Number: 512-864-8248

Requested Sole Source Supplier:

Company Name: Aunt Bertha

Contact Name: Chris Dunkin

Address: 616 Far West Blvd. Suite 117-454

City: Austin

State: Texas

Zip Code: 78731

Phone Number: 512-750-9490

Email Address: chris@auntbertha.com

Website: www.auntbertha.com

Is the recommended supplier the manufacturer? ☒ Yes ☐ No

Does the manufacturer sell the item(s) through distributors? ☐ Yes ☒ No

Description of the Product or Service: (if additional space is needed, include a separate page) *Describe the full scope of work, including installation if required, items should include brand, model and part number if applicable.*

Database/search engine of human services within Williamson County. Aunt Bertha provides a branded website/search engine for citizens to find resources. The product provides analytical data and patient care coordination amongst stakeholders. Please see attached Statement of Work for additional details.

**Schedule:** *Identify the date items are needed to be delivered, or month work is to be performed. Please be specific and do not use "ASAP".*

April 1st, 2016 or sooner would be ideal

Estimated Cost: \$12,000.00

#### **SOLE SOURCE RATIONALE**

**Complete the following checklist:**

**The requested supplier is the only source of required item(s) or service(s) because:**

*Check all that apply:*

- ☒ The required item or service is proprietary to the supplier
- ☒ The recommended supplier holds the patent on the requested item(s)
- ☒ The recommended supplier is the only supplier capable of performing the requested service
- ☒ A specific item is needed
- ☐ To be compatible or interchangeable with existing hardware
- ☐ As a spare or replacement hardware
- ☐ For the repair or modification of existing hardware
- ☐ For technical evaluation or testing
- ☐ Have there been any prior attempts to obtain competitive bids or proposals for the items or services that failed?

If so, please list and describe such attempts:

N/A - Austin/Travis County deemed Aunt Bertha a "Sole Source".

- ☐ There is a substantial risk in selecting another product or service provider.

If so, please describe:

N/A

- ☒ It is not possible to obtain competitive bids for consideration.

If so, why:

There are no other products on the market that have the features we require. Aunt Bertha has tailored a unique product that is not easily replicated.

☒ Are there any other companies who can provide the services or needed items?

If so, please list and provide explanation of why they were unable to meet the requirements:

We have not been able to locate another vendor that provides the same services remotely similar to Aunt Bertha. All of the products researched were missing one or more of the four required components: Branding, Search Engine/Database, Analytical Data Reports, and Patient Care Coordination.

☒ List any other sources, suppliers, products or service providers that you reviewed in your selection process:

Texas Health & Human Services Commission, Benefit Finder, 2-1-1 Texas, FAMcare, Seeladora, TheraNest Mental Health, Client Trax Apricot, OnTarget, Client Track, AccuPoint, CSM Human Services, CSM/MH -- Mental Health, ETO Solutions, Assisted Life Program CareFabric, CareDirector, Casewatch Millennium, CIRCE Human Services, Collaborate, Outcome Results System, Visual HealthNet.

☒ List all research methods that you reviewed in your selection process (i.e.: specific internet searches, trade publications, references, etc.):

Internet Search: "Non-Profit Search Engine", Internet Search: " Social Services Locator", Internet Search: " Best Human Services Software", Internet Search: "Products Similar to Aunt Bertha", Austin American Statesman Article: "Aunt Bertha Site Helps Those in Need." GE Series: The World at Work: "How One Website Connects Those in Need With Government Assistance." Website: Government Technology: Solutions for State and Local Government: "Gov Tech Top 100"

## ACKNOWLEDGEMENT

☒ I affirm and acknowledge Williamson County's requirements, justification and criteria for Sole Source purchases. I have gathered the required technical information, provided all required documentation, have made a concerted effort to review comparable / equal equipment or services to the best of my ability, and further affirm that there is no conflict of interest in my recommendation of the selected item(s), service(s) or supplier.

☒ I also acknowledge and understand that I may be subject to criminal prosecution for the willful falsification of information in this document. I, by the act of signing or typing my name below, hereby certify under penalty of perjury, under the laws of the State of Texas, the foregoing is true and correct.

Date: 02/22/2016

Signature: Kelly Luna

*\* By typing your name, this is equivalent to a legal signature*

**NOTE: After a passage of time, an item or service may no longer qualify as a sole source purchase due to other similar items or services becoming available from other suppliers. Thus, all prior sole source determinations must be reapproved by the Williamson County Purchasing Department following completion of a Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders.**



## Aunt Bertha Inc.

3616 Far West Blvd. Suite 117-454  
Austin, TX 78731

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2/26/16

Michelle Covarrubias  
Williamson County

Dear Michelle,

Per our proposal to provide search and referral functionality for free and reduced cost social programs, we believe we are the only company able and qualified to provide a Private Label Search, access to real time demand side search data for social programs, and monthly reporting based on our search data for the following reasons:

- 1) We have the most widely used social program search in Central Texas, used by social workers, case managers, police officers, fire departments, school counselors and others across the area, as well as by thousands of people seeking services on their own. This allows us to compile the most complete set of demand side data available. **In fact in just the last two years we have seen 16,292 searches using a Williamson County zip code and another 7,544 searches originating from Williamson County but searching zip codes outside of Williamson County.**
- 2) We only grant access to this data to government agencies, nonprofits, and other groups that have direct contact with those in need. That said no other vendor will have access to this data, so will not be able to provide the specific reporting outlined in our proposal.
- 3) No other solution combines this with electronic referral technology so you can make and track referrals made between agencies which you have indicated is critical for this project.
- 4) No other software solution has the depth of local nonprofit and government program listings in and around Williamson County, which we have been building over the last 5 years.
- 5) Our Founder, Erine Gray and CTO, Stu Scruggs are both graduates of the LBJ school of policy and have had extensive experience with state level human service projects. This combine with over 5 years of building Aunt Bertha, meeting with nonprofit leaders, social workers, and government officials have provided a unique view into the challenges those in need face. Aunt Bertha's team is the only vendor that can combine this experience with our data insights to provide meaningful demand side reporting.

Sincerely,  
Chris Dunkin  
VP of Sales   
Aunt Bertha Inc.



Williamson County Purchasing Department  
901 South Austin Avenue  
Georgetown, Texas 78626  
(512) 943-3553  
[www.wilco.org/purchasing](http://www.wilco.org/purchasing)  
[purchase@wilco.org](mailto:purchase@wilco.org)

## NOTARIZED SOLE-SOURCE PURCHASE AFFIDAVIT

STATE OF TEXAS  
COUNTY OF WILLIAMSON

### KNOW ALL MEN BY THESE PRESENTS THAT:

Before me, the undersigned authority duly authorized to take acknowledgments and administer oaths, on this day personally appeared ERINE A. GRAY, who after being duly sworn on oath stated the following:

My name is ERINE A. GRAY. My title is PRESIDENT.  
I am aware that the Williamson County Purchasing Department is required to comply with competitive bidding requirements of Chapter 262 of the Texas Local Government Code. I am aware that the statutory competitive bidding provisions do not apply to the purchase of an item that can be obtained from only one source. See, Texas Local Government Code section 262.003.

#### Sole-source items include:

Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies, films, manuscripts, or books, electric power, gas, water, and other utility services, and captive replacement parts or components for equipment.

I have represented to the Purchasing Department of Williamson County and I hereby warrant that as of the date below, I am the sole-source supplier of the following item: AVANT BERTHA ENTERPRISE PROGRAM SEARCH.  
I am the sole-source supplier of this item because: WE HAVE EXCLUSIVE DATA IN THE AREA AS IT RELATES TO PROGRAM SEARCH AND SEARCH ACTIVITY. I agree that if I ever cease being the sole-source supplier of this item, I shall immediately make a full disclosure in writing to the Williamson County Purchasing Department of all relevant facts and circumstances.

IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the 26 day of FEBRUARY, 2016.

[Signature]  
[Signature]

ERINE A GRAY, PRESIDENT  
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on February 26<sup>th</sup>, 2016, by Erine A. Gray.  
[Printed Name]



[Signature]  
[Signature] Notary Public  
State of Texas  
My Commission expires on 07/14/2019



# *Williamson County Emergency Services*

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*To Respect, Care & Serve*

John I. Sneed  
Sr. Director of Emergency Services  
911 Tracy Chambers Lane  
Georgetown, Texas 78626  
(512) 864-8210

February 29, 2016

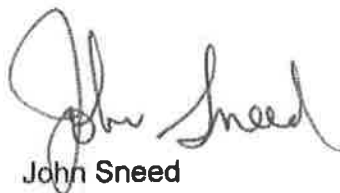
RE: Mobile Outreach Purchase of Aunt Bertha Software

Dear Purchasing Team,

Let it be known that I am in full support of Mobile Outreach's purchase of "Aunt Bertha" software. Aunt Bertha is registered as a "B Corporation", and I believe it will provide a wonderful, much needed, benefit to the citizens of Williamson County. It is already being utilized by the City of Austin, and has received glowing reviews in the *Austin American Statesman*. I am also aware that Aunt Bertha was deemed a Sole Source vendor by the City of Austin (see attached).

Please do not hesitate to contact me with any questions or concerns.

Respectfully,



John Sneed

Sr. Director of Emergency Services

**Aunt Bertha, a Public Benefit Corporation**  
**Enterprise Software Agreement**

This Agreement (the “**Agreement**”) is made and entered into as of the date set forth in the signature block below (the “Effective Date”), by and between Aunt Bertha, Inc., a Delaware C corporation, having its principal place of business at 3616 Far West Blvd. Suite 117-454 Austin, TX 78759 (“Aunt Bertha”), and the Customer set forth in the signature block below.

**WHEREAS**, Customer agrees to the statement of work set forth below;

**WHEREAS**, Customer agrees to the order form set forth below; and

**WHEREAS**, Customer agrees to the terms and conditions set forth in Exhibit B.

**NOW, THEREFORE**, the parties agree as follows:

**1. STATEMENT OF WORK**

This statement of work (SOW) sets forth additional terms to the Agreement. Capitalized terms used in this SOW will have the same meaning as set forth in the Terms of Service (Exhibit B).

Aunt Bertha agrees to provide the following services to Customer:

Service Selected	Service	Description
✓	Enterprise Search Solution	<ul style="list-style-type: none"><li>▪ Branded search site</li><li>▪ Unlimited logins for employees and partners</li><li>▪ Training materials for staff</li><li>▪ Unlimited search access in agreed upon geographic region</li><li>▪ 99.9 percent uptime</li><li>▪ 24/7 monitoring</li><li>▪ Nightly backups of data</li></ul>
✓	Premium Reporting and Analytics dashboard	<ul style="list-style-type: none"><li>▪ Access to Tableau reporting dashboard for one administrator</li></ul>
	Standard Reporting and Analytics dashboard	<ul style="list-style-type: none"><li>▪ Access to basic reporting dashboard for one administrator (<i>included when Premium Reporting not selected</i>)</li></ul>
	Additional Features and Functionality ( <i>select all that apply</i> )	
		<ul style="list-style-type: none"><li>▪ Required login for internal users</li></ul>
		<ul style="list-style-type: none"><li>▪ Integration with existing systems using single-sign-on</li></ul>
		<ul style="list-style-type: none"><li>▪ Separate sites for internal and external users</li></ul>
	Guided Search Functionality	<ul style="list-style-type: none"><li>▪ Assists employees in determining social needs and identifying interventions.</li></ul>
✓		<ul style="list-style-type: none"><li>▪ Highlight / feature certain program listings</li></ul>
✓		<ul style="list-style-type: none"><li>▪ Customization to search results order</li></ul>
		<ul style="list-style-type: none"><li>▪ Access to Aunt Bertha API</li></ul>
✓	Referrals Functionality	<ul style="list-style-type: none"><li>▪ Referrals Functionality</li></ul>
		<ul style="list-style-type: none"><li>▪ Additional program listings outside standard Aunt Bertha taxonomy</li></ul>



**Aunt Bertha, a Public Benefit Corporation**  
**Enterprise Software Agreement**

	<b>Application Processing Service</b>	<ul style="list-style-type: none"> <li>Program application / intake form accessible through auntbertha.com and branded search site</li> </ul>
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## 2. ORDER FORM

### 2.1 TERM

Subject to the termination provisions of the Terms of Service, the Initial Term shall commence on the Effective Date and shall continue yearly, unless either party provides written notice to the other party at least ten (10) days prior to the expiration of the then-current term.

### 2.2 FEES

\$1,000 per month

Service Selected	Service	Price
✓	<b>Enterprise Search Solution</b>	<ul style="list-style-type: none"> <li>\$1,000/month</li> </ul>
✓	<b>Premium Reporting and Analytics dashboard</b>	<ul style="list-style-type: none"> <li>One administrative user included. \$1,000 for each additional administrative user.</li> </ul>
	<b>Standard Reporting and Analytics dashboard</b>	<ul style="list-style-type: none"> <li>Included when Premium Reporting not selected</li> </ul>
	<b>Additional Features and Functionality (select all that apply)</b>	
	Required login for internal users	<ul style="list-style-type: none"> <li>Included with Enterprise Search Solution</li> </ul>
	Integration with existing systems using single-sign-on	<ul style="list-style-type: none"> <li>Pricing based on technical requirements</li> </ul>
	Separate sites for internal and external users	<ul style="list-style-type: none"> <li>Included with Enterprise Search Solution</li> </ul>
	Guided Search Functionality	<ul style="list-style-type: none"> <li>\$500/month</li> </ul>
✓	Highlight / feature certain program listings	<ul style="list-style-type: none"> <li>Included with Enterprise Search Solution</li> </ul>
✓	Customization to search results order	<ul style="list-style-type: none"> <li>Included with Enterprise Search Solution</li> </ul>
	Access to Aunt Bertha API	<ul style="list-style-type: none"> <li>N/A</li> </ul>
✓	Referrals Functionality	<ul style="list-style-type: none"> <li>Included with Enterprise Search Solution</li> </ul>
	Additional program listings outside standard Aunt Bertha taxonomy	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	<b>Application Processing Service</b>	<ul style="list-style-type: none"> <li>\$100/month per program</li> </ul>

**Total Annual Fee:**

### 2.3 INVOICE SCHEDULE

Quarterly in advance. 2% discount for annual payment in advance.

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Aunt Bertha Inc.  
Austin, TX United States

Certificate Number:  
2016-18775

Date Filed:  
02/26/2016

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County, TX

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

123

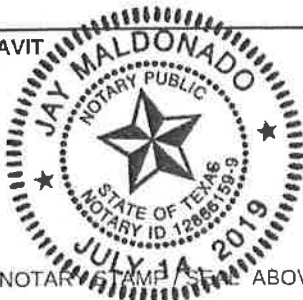
Online search for free and reduced cost social programs with the ability to make electronic referrals to nonprofit and government agencies providing help.

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gray, Erine- <i>GRAY, ERINE</i>	Austin, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARIAL STAMP / SEAL ABOVE

*[Signature]*  
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Erine Gray, this the 26<sup>th</sup> day of February, 2016, to certify which, witness my hand and seal of office.

*[Signature]*  
Signature of officer administering oath

Jay Maldonado  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath