



Max Bricka, CPSM
PURCHASING AGENT / DIRECTOR

4/7/16

Williamson County Commissioners Court

Re: Sole Source recommendation for R T Lawrence Corporation

Dear County Judge and Commissioners,

Recently our county Tax Assessor made a request for qualifying the **sole source purchase for the warranty and maintenance support for existing hardware and software used for the remittance processing system from R T Lawrence Corporation. Any Licenses, Extensions and Support for this software can only be obtained and supported by RT Lawrence Corporation.**

After reviewing all documentation requested and submitted by the Sheriff's Office, **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:

- A signed Sole Source Justification Request submitted by Deborah Hunt
- A signed 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 Deborah Hunt
- An invoice from R T Lawrence Corporation in the amount of \$5,116.00 for the warranty and maintenance of our system

The term of the Sole Source exemption will be effective from the date of approval through 12/31/2017.

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
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: Deborah M Hunt/Williamson County Tax Assessor-Collector

Requestor Title: Tax Assessor/Collector

Requestor Phone Number: 512-943-1954

Requested Sole Source Supplier:

Company Name: R T Lawrence Corporation

Contact Name: Karen Javerto

Address 7740 Painter Avenue

City: Whittier

State: CA

Zip Code: 90602

Phone Number: 862-696-4843 ext. 105

Email Address: karenjoy.javerto@rtlawrence.com

Website: http://www.rtlawrence.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.*

Request is to sole source the R T Lawrence Corporation for warranty and maintenance contracts of existing hardware and software for a remittance processing system product that we purchased from them in 2009. Please find attached contracts.

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".*

Initial product has already been delivered. This request is for the warranty and maintenance of proprietary software and hardware.

Estimated Cost: _____

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:

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

If so, please describe:

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

If so, why:

The product that is being serviced by the contracts is proprietary.

☒ 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:

The product is proprietary to R T Lawrence Corporation.

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

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

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: Deborah M. Hunt

** 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.

February 22, 2016



Deborah M Hunt, C T A
Tax Assessor Collector

To Whom It May Concern,

I am recommending and requesting that RT Lawrence be given Sole Source status for the purpose of providing hardware and software maintenance on the product that we purchased from them several years ago.

Regards,

Deborah M Hunt, PCC, CTA
Williamson County Tax Assessor/Collector
904 South Main Street
Georgetown, TX 78626
512-943-1641
lgaddes@wilco.org

WILLIAMSON COUNTY

Main Office and Mailing Address:

904 South Main Street
Georgetown, Texas 78626
Phone: (512) 943-1601
Fax: (512) 943-3578
www.williamson-county.org

Annex Locations:

2113 Commerce Blvd. Suite 100
Georgetown, Texas 78626
Phone: (512) 943-1278
Fax: (512) 943-1278

5010 Commerce Blvd. Suite 100
Georgetown, Texas 78626
Phone: (512) 943-1278
Fax: (512) 943-1278

401 South Main Street
Georgetown, Texas 78626
Phone: (512) 943-1601
Fax: (512) 943-1601



Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
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 Wingloon Lawrence Tong, who after being duly sworn on oath stated the following:

My name is Wingloon Lawrence Tong. My title is CEO / 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: RT Lawrence RPS.
I am the sole-source supplier of this item because: The software provided in our system is proprietary to RT Lawrence. 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 28 day of January, 2016.

Wingloon Lawrence Tong
[Signature]

Wingloon Lawrence Tong
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on _____, 20____, by _____

[Printed Name]

[Signature] Notary Public

State of _____

My Commission expires on _____

See Attachment

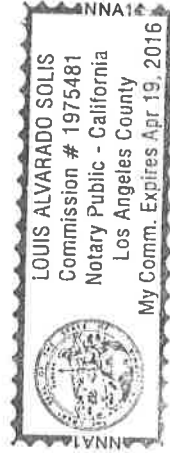
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 28th
day of January, 2016, by Winston Lawrence
Long

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature

Louis A. Solis

RT Lawrence Corporation
7740 Painter Avenue, Suite 100
Whittier, CA 90602
Phone: (562) 696.4843
Fax: (866) 330.3495



February 22, 2016

Mr. Larry Gaddes PCC, CTA
Chief Deputy
Williamson County Tax Assessor/Collector
904 S Main St, Georgetown, TX 78626

Dear Mr. Gaddes:

RT Lawrence's remittance processing system, RTLFIRST is a proprietary software solution developed and available only from RT Lawrence Corporation (RTL). Any Licenses, Extensions, and Support for this software can only be obtained and supported by RTL. This includes the Check Redact Subroutine.

Installation of any Hardware or Software into the Remittance Processing System that is NOT purchased from RTL would void all warranties.

Therefore, RTL should be treated as a Sole Source Provider.

Sincerely,

John Phillips

John Phillips
Director, Payment Solutions
Direct: (312) 296.2796
E-mail: John.Phillips@rtlawrence.com