



Purchasing Department

10/31/18

Williamson County Commissioners Court

Re: Sole Source recommendation for RT Lawrence Corporation

Dear County Judge and Commissioners,

Recently our Tax Assessor/Collector Office made a renewal request for an existing contract with RT Lawrence Corporation. These actions require new qualification as a **sole source provider of warranty and maintenance for RTLFirst remittance and processing system. These services are supplied only by RT Lawrence Corporation who is the owner, and the only provider of this service. Installation of any hardware or software into the remittance processing system that is NOT purchased from RTL would void all warranties.**

After reviewing all documentation requested and submitted, **I recommend qualifying this request as a sole source purchase and exempting these goods from competitive bidding requirements 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 zero (0) responses received from another competitor.
- A signed Sole Source Justification Request from Larry Gaddes, Tax Assessor/Collector
- 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 price quote of requested items/services and amendment

The term of this Sole Source exemption will be effective for 36 months from the date of approval.

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

Sincerely,

Randy Barker
Purchasing Agent/Director
Williamson County Purchasing Department

Vendor view of bid

[Chat](#) | [Description](#)

Bid #SOS-1902 - Intent To Deem R.T. Lawrence Sole Source Provider/Remittance Processing System

Time Left	closed	# of offers	0
Bid Started	Oct 16, 2018 9:17:36 AM CDT	Notifications	Report (Bidder Activity)
Bid Ended	This bid closed on Oct 30, 2018 11:00:00 AM CDT	# of suppliers viewed	22 (View)
Agency Information	Williamson County, Texas, TX (view agency's bids)	Q & A	Questions & Answers Questions: 2
Department	Purchasing (view department's bids)		
Bid Classifications	Classification Codes		
Bid Regions	Regions		
Bid Contact	see contact information		
Delivery Location	One or more of the following locations Williamson County, Texas Purchasing Department 901 S. Austin Avenue Georgetown TX 78626 Qty 1 Expected Expenditure n/a		
View Rules	Click here to change the rules for this bid.		
Bid Packet	Packet for Bid SOS-1902 (download)		
Best and Final Offer:	Create		

Approval

View Approval Flow [View Approval Flow](#)
Approval Status Approved

Description

Bid Number	SOS-1902
Title	Please attach all supporting documentation to this line.
Contract Duration	One Time Purchase
Prices Good for	30 days
Budgeted Amount	\$0.00 (change)
Bid Comments	Williamson County, Texas intends to award a sole-source contract with R.T. Lawrence for the following item(s): remittance processing system. THIS IS NOT A REQUEST FOR COMPETITIVE PROPOSALS AND A SOLICITATION WILL NOT BE ISSUED. Interested parties must show clear and compelling evidence of competitive equivalency in order for alternative goods or services to be considered. Williamson County will review any information collected through this RFI to determine if offers of any equivalent goods or services meet the needs of the County. If it is concluded that additional suppliers of equivalent goods or services do exist, then a formal solicitation may follow. If no affirmative responses are received by 11:00 AM on October 30th, 2018 showing clear and compelling evidence of competitive equivalency to the items described herein, an award will be made without further notice. Oral communications are not acceptable in response to this notice.
Description	Williamson County, Texas intends to award a sole-source contract with R.T. Lawrence for the following item(s): remittance processing system. THIS IS NOT A REQUEST FOR COMPETITIVE PROPOSALS AND A SOLICITATION WILL NOT BE ISSUED. Interested parties must show clear and compelling evidence of competitive equivalency in order for alternative goods or services to be considered. Williamson County will review any information collected through this RFI to determine if offers of any equivalent goods or services meet the needs of the County. If it is concluded that additional suppliers of equivalent goods or services do exist, then a formal solicitation may follow. If no affirmative responses are received by 11:00 AM on October 30th, 2018 showing clear and compelling evidence of competitive equivalency to the items

described herein, an award will be made without further notice. Oral communications are not acceptable in response to this notice.

Documents

[Select All](#) | [Select None](#) | [Download Selected](#)

1.  [Conflict of Interest Questionnaire](#) [\(download\)](#)

 = Included in Bid Packet  = Excluded from Bid Packet

Contractor Advertisements

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There are no advertisements on this solicitation.

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

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

Sole Source Justification Request

Definition of a Sole Source Purchase

Sole Source Item – goods and/or services which can only be obtained from ONLY ONE source, including:

- 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,
- Captive replacement parts or components for equipment which there is no commercially available substitute, and which can be obtained only from the manufacturer and/or manufacturer's distributor; item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system, continuation of an existing contract when work is so closely related to that of the uncompleted basic contract that it would not be feasible to consider another potential contractor.

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 needed.
- ☒ Notarized Sole Source affidavit completed by the supplier
- ☒ Signed letter of recommendation from the Elected Official or County Department Head. Must provide a detailed written explanation as to why competitively bidding the product or service would be impracticable and that the cost charged by the supplier is reasonable and customary.

Requestor Name and County Office/Department:

Requestor Title and Phone Number: Larry Gaddes/Williamson County Tax Assessor/Collector
(512) 943-1954

Requested Single Sole Source Supplier:

Company Name: R T. Lawrence
Contact Name: Karen Javerto
Address: 7740 Painter Avenue
City, State, Zip: Whittier, CA 90602
Phone Number: (862) 696-4843 ext. 105
Email: 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 in 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: October 2, 2018

Signature*: Larry Gaddes

** 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 new Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders. The sole source term is generally aligned with the contract term. In certain cases, the Purchasing Agent may determine that the 14-day public posting in BidSync is not necessary. This depends on the circumstance of the particular item/service and the type of sole source.



RT Lawrence Corporation
7740 Painter Avenue
Suite 100
Whittier, CA 90602

Invoice

Date	Invoice #
9/14/2018	42817

Bill To
Williamson County Tax Office Larry Gaddes 904 S. Main St. Georgetown, TX 78626

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Annual Support from 10/01/18 to 09/30/19		
1	Opex Connect Process Module Annual Support	1,251.45	1,251.45T
1	RTLFIRST Process Module Annual Support	1,319.43	1,319.43T
1	A2iA Processor Annual Support - 1 million check/year	342.99	342.99T
1	RTLFIRST Verification Station (1) -- Annual Support	537.66	537.66T
1	RTLFIRST Verification Module Additional (2) -- Annual Support	489.25	489.25T
1	RTLFIRST Supervisor Module (1) -- Annual Support	537.66	537.66T
1	Real Time Lookup Annual Support	1,109.31	1,109.31T
1	Document Distribution Workflow Annual Support	508.82	508.82T
1	FiRSTView Imaging - Web Based Annual Support	1,697.44	1,697.44T
1	RTLFIRST Refund-Reject Generation Module Annual Support - prorated for 11/01/18 to 9/30/19 at \$1,236	1,133.00	1,133.00T
	RTLFIRST Click List Module (1st Station) Annual Support - prorated for 04/01/2019 to 9/30/19 at \$741.60	370.80	370.80T
	RTLFIRST Click List Module (2nd Station) Annual Support - prorated for 04/01/2019 to 9/30/19 at \$370.80	185.40	185.40T
1	RTLFirst Check 21 Annual Support	695.25	695.25T
1	Mitek Image Score Annual Support	309.00	309.00T
	RTLFIRST TxDMV Integration Module Annual Support	1,236.00	1,236.00T
	Out-of-state sale, exempt from sales tax	0.00%	0.00
562 696-4843 866 330-3495 Fax		Total	\$11,723.46



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 Ravi Samtani, who after being duly sworn on oath stated the following:

My name is Ravi Samtani. My title is Corporate Secretary.

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: RTLFIRST Software.

I am the sole-source supplier of this item because: RT Lawrence is the developer and sole owner of the RTLFIRST Remittance Processing System.
Installation or modification of any Hardware or Software into the RTLFIRST that is NOT purchased from RTL would void all warranties. 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.

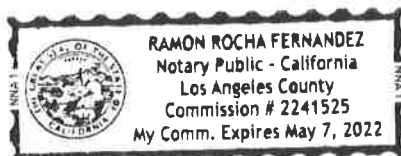
IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the 2nd day of October, 2018.

R Samtani
[Signature]

Ravi Samtani, Corporate Secretary
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on October 2nd, 2018, by
Ramon Rocha Fernandez
[Printed Name]

Ramon Rocha Fernandez
[Signature] Notary Public
State of California
My Commission expires on May 7, 2022





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



October 10, 2018

Mr. Larry Gaddes PCC, CTA
Tax Assessor/Collector
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

MISSION STATEMENT

Our dedicated team is committed to providing innovative and exceptional customer service in the assessment, collection, and distribution of taxes and fees.



Larry Gaddes PCAC, CTA
Tax Assessor/Collector

Date: October 10, 2018
To: To Whom It May Concern
From: Larry Gaddes, Tax Assessor/Collector
Subject: R T Lawrence Sole Source

I am recommending and request that R T 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,

Larry Gaddes PCAC, CTA
Williamson County Tax Assessor/Collector

LG: jak

Main Office and Mailing Address:

904 South Main Street
Georgetown, Texas 78626
Motor Vehicle Telephone: 512.943.1602
Property Tax Telephone: 512.943.1603
www.wilco.org/tax

Annex Locations:

1801 E. Old Settler's Blvd., Ste 115
Round Rock, Texas 78664
Telephone: 512.244.8644

350 Discovery Blvd., Ste. 101
Cedar Park, Texas 78613
Telephone: 512.260.4290

412 Vance St., Ste. 1
Taylor, Texas 76574
Telephone: 512.352.4140