



Purchasing Department

05/21/19

Williamson County Commissioners Court

Re: Sole Source recommendation for Drake Communications, Inc.

Dear County Judge and Commissioners,

Recently our Elections Department made a request for an Expert Management Agreement with Drake Communications, Inc. for the existing Interactive Voice Response (IVR) telephone system. These actions require qualification as a **sole source purchase of management services and support. These services for the existing equipment are supplied only by Drake Communications, Inc. who is the owner, and the only provider of this service.**

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 Christopher Davis, Elections Administrator
- 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