

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$2,500**

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

**Sec. 2-248. Sole source procurement.**

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file.

**Department Information Technology** \_\_\_\_\_  
**Contact Name:**        **Randall Buzzard** \_\_\_\_\_  
**Contact Phone:**       **8045565834** \_\_\_\_\_  
**Date of Request:**       **1/17/18** \_\_\_\_\_

1. Service Description or Product and Manufacturer Name/Model \_\_\_\_\_

Minute TraQ Legislative Management – Agenda and Minutes Software. Three year contract with locked in 3.5% increase each year.

2) Estimated cost \_\_\_\_\_ \$21,457.93

3) Required delivery or performance date 3/1/18 \_\_\_\_\_

4) Vendor name and address (name of "sole" product supplier or service provider):

Accela, Inc  
2633 Camino Ramon, Suite 500  
San Ramon, CA 94583

5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:

We have this software in place since 2012 and all leadership team members are used to it, we evaluated other vendors when the initial purchase was made and this software was and still is the best fit for us in Goochland.

6) How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service

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providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.

Initial evaluation was done in 2012, this is a contract extension so that we can keep the same software in place.

7) How did you determine that the quoted cost of the goods or services is reasonable?

We negotiated the 3.5% locked in maintenance increase over the term of the contract with the Vendor.

8) What product, system, or service provider has your Department used until now to satisfy this requirement?

Same product and software, this is a contract extension.

9) Is this request a one time request or is this a part of an on-going project that will require future expenditures? If yes, explain:

This is a 3 year contract with money paid out each year until the contract is up in March 21.

\$6984.04

\$7149.82

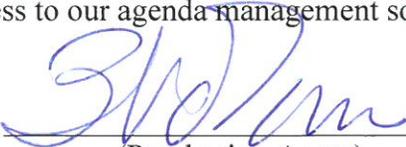
\$7400.07

10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation or will this supply or service become a sole source request?

No

11) What will be the consequences if this request is denied?

We will no longer have access to our agenda management software that has been in place since 2012.

APPROVED/DENIED BY:  DATE 1-18-18  
(Purchasing Agent)