

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$5,000**

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. 11-32 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**                    Fire-Rescue  
**Contact Name:**            **Mike Watkins, Deputy Chief**  
**Contact Phone:**           **804-310-3592**  
**Date of Request:**         **August 17, 2020**

**1. Service Description or Product and Manufacturer Name/Model** \_\_\_\_\_  
Target Solutions Learning Management system and Scheduling (Crew Sense)

**2) Estimated cost:** \$35000

**3) Required delivery or performance date:** July 1, 2020, FY21

**4) Vendor name and address (name of "sole" product supplier or service provider):**  
\_\_ Vector Solutions/Target Solutions  
4890 W. Kennedy Boulevard, Suite 300  
Tampa, FL 33609

**5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:**  
\_\_ Target Solutions provides on line learning management and training tracking to support EMS continuing education, credential monitoring, and ISO accreditation scoring. Fire Rescue personnel are required to track training hours to meet ISO compliance and completed specific, county required training. The Scheduling module was selected because it complemented the LMS, and allowed tracking of contact information, personnel hours, overtime, and utilization. The Scheduler was added last year as the department moved to staffing all six stations.

**6) How did you determine that there was only one source for the product or service?**

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$5,000**

**Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.**

  At this point, there is not an equivalent product that has the scheduling and ISO training tracking required. While online CE is available for EMS, there is not currently a Fire equivalent. The department has been using the existing Target Solutions package for several years, since 2016.

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

  Price per use is wide and varied. The quote of \$75 per user per platform was the last quote. I recommend asking for pricing based on career and volunteer utilization.

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

  The department has used Target Solutions for the past four years.

**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 an ongoing project for initial and continuing education, monitoring of credentials and certifications, and recording training for ISO accreditation.

**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?**

  Department will loose ability to track fire training, offer on-line EMS continuing education, and provide updates to personnel.

APPROVED/DENIED BY: 

(Purchasing Agent)

DATE 8.25.20