

**SOLE SOURCE PURCHASE JUSTIFICATION FORM**

**SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER. DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM**

Date: 11/20/2018 Department: ITS Requested By: Stephen L. Marsh

Vendor Contacted & Address: 380 New York Street  
Redlands, Ca  
92373-8100  
 Phone Number: 909-793-2853 x.1-1990

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need (attach separate sheet/memo if needed):

Environmental Systems Research Institute (ESRI) is the provider of the Geographic Information System (GIS) software used throughout the city. We currently pay maintenance on our software, but desire to under into a Enterprise License Agreement (ELA) with ESRI to allow for the broader distribution of GIS software, and to allow for proper testing of applications and databases during upgrades. ESRI does not have a reseller network, they are the only provider of their software, maintenance, and license agreements.

Estimated Annual Cost: \$50,000 Was the request budgeted?  Yes  No

Term of this sole source is: December 2018 through December 2021

Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source?  Yes  No

Other Contacts	Their Responses:
Name: _____	_____
Address: _____	_____
Phone #: _____	_____
Name: _____	_____
Address: _____	_____
Phone #: _____	_____

Was the manufacturer contacted for other distributors?  Yes  No

Please explain:

ESRI is the sole distributor of their software, there are no resellers. A letter documenting this from ESRI is included.

I concur with the above explanations and approve this request.

[Signature] 11/21/18 Department Director Date [Signature] 11/26/18 City Manager Date

[Signature] 11-26-18 Procurement and Contract Services Manager Date Park Administrator Date

\_\_\_\_\_  
City Clerk as approved by Council Date

**APPROVALS REQUIRED:**

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):	
\$ .01 - \$ 9,999.99	Department Director, Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 49,999.99	Department Director, Procurement and Contract Services Manager Approval, City Manager Approval
\$ 50,000 & Above	Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval
APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:	
\$ .01 - \$ 9,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 19,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 50,000 & Above	Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval



**SOLE SOURCE LETTER**  
**Environmental Systems Research Institute, Inc. (Esri)**  
**380 New York Street**  
**Redlands, CA 92373**  
**Telephone: 909-793-2853, Ext. 1-1990**  
**Email: jricks@esri.com**

**DATE:** October 31, 2018

**TO:** City of Lee's Summit, Missouri

**FROM:** Jackie Ricks, Esri Contracts and Legal Services

**RE:** Sole Source Justification for Enterprise Agreement (EA)

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Enterprise Agreements. While some products are available through value-added resellers on a unit priced basis, Esri is the only source that can grant a right to copy and deploy products in an Enterprise Agreement. An EA is a bundled package for licensing software, maintenance, and online services for redistribution within the organization. Esri products are provided with a special grant to copy and deploy specified quantities of capped items and unlimited quantities of items without a cap, during the term of the EA.

If you have further questions, please feel free to call me at our Contracts and Legal Services Department at 909-793-2853, extension 1990.

Sincerely,

Jackie Ricks  
Contract Coordinator



Contracts & Legal Services Dept.  
380 New York Street  
Redlands, CA 92373  
Voice 909.793.2853 Ext. 1-1990  
[jricks@esri.com](mailto:jricks@esri.com)