



**Sole Source Request**

**Directions:** Complete the request, attach supporting documentation, sign, and submit to the Procurement and Contract Services Manager for consideration. The information provided should be sufficient to withstand challenges from other vendors, their representatives, City staff and members of the public. The use of brand name descriptions and standardization is the least preferred type of justification

**Definition:** A procurement decision whereby purchases are directed to one source because of standardization, warranty, unique knowledge, significant cost savings, proprietary product, or restricted distribution, even though competitive sources may be available. Issuing a solicitation for goods and or services is not necessary when the Procurement and Contract Services Manager determines and documents the fact that a sole source vendor for the good or service requested is in the best interest of the City.

**IMPORTANT:** Time constraints may not be considered a factor if the requester has not sought competitive bids or proposals in a timely manner.

<b>Requesting Department/Division:</b>	Central Building Services
<b>Requestor Name and Phone:</b>	Sharon Bloom 816-969-1615
<b>Good/Service to be purchased:</b>	Consulting Services related to the Joint Operations Facility and Police/Courts Phase 2 Renovations pertaining to special systems and communications networks
<b>Sole Source Request</b>	<p>This sole source request is necessary because (Check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Goods or Services are proprietary and only available from the manufacturer or a single distributor, or service provider (<i>attach sole source letter from manufacturer</i>)</li> <li><input type="checkbox"/> Based on past procurement experience, it is determined that only one (1) distributor services the region in which the good or service is needed</li> <li><input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time</li> <li><input checked="" type="checkbox"/> Vendor has significant previous or specialized knowledge on a proposed project that would result in significant monetary and/or time savings in completion of the project.</li> <li><input type="checkbox"/> Maintain uniformity and consistency in an area (e.g. decorative light pole, bench, or other infrastructure), a good must be purchased from a single distributor</li> <li><input type="checkbox"/> Required by Granting Organization (Grant Requirement)</li> <li><input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty</li> <li><input type="checkbox"/> Interchangeability with existing equipment</li> <li><input type="checkbox"/> Standardized product – provide copy of approved Standardization request</li> <li><input type="checkbox"/> Other – provide detailed justification</li> </ul>
<b>Supporting Documentation/Information – Attach additional pages as needed</b>	
1. State the need for the purchase of the good or service:	To support the design of special systems for the Joint Operations Facility, including radio, network, and MARRS 25 equipment and systems.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	<p>TUSA Consulting offers expertise in public safety communications, radios, and networks. Lee's Summit Police and Fire Departments use special systems that TUSA Consulting is especially skilled with, particularly first responder microwave and radio, emergency dispatch, Metropolitan Area Regional Radio Systems (MARRS), supervisory control and data acquisition (SCADA), radio tower design, and fiber networks. TUSA is expert at configuring these complex systems. The Joint Operations Facility will house and Emergency Operations Center, fire and police dispatch centers, fire administration, City of Lee's Summit Information Technology (IT), traffic operations, and training rooms. The site includes a radio tower.</p> <p>The City of Lee's Summit Fire and Police Departments have previously contracted with TUSA Consulting for a Radio System Feasibility Study as part of the City's strategic communications plan focused on public safety communications capabilities and regional interoperability.</p> <p>For the Joint Operations Facility, the City of Lee's Summit would like TUSA Consulting to help define the project's communications and infrastructure needs related to traffic operations, water, and other non-public safety; MARRS 25 police and fire networks; public safety 911 network; MARRS P25 and 911 connectivity; tower design and planning; dispatch and EOC room planning; Microwave design; and transition/cutover planning.</p> <p>TUSA Consulting will also provide City master network planning and budgeting support to the ITS Department, including a City connectivity plan assessment and a need assessment.</p>
3. Describe any other facts that support the request (if any):	
3. Were other Vendors contacted? List names of vendors.	No other vendors offer this level of knowledge and design support.



## Sole Source Request

**LEE'S SUMMIT**  
MISSOURI

4. Anticipated Annual Spend:	\$170,280.00
5. Requested length of time the sole source is needed:	What is the requested length of time requested for the sole source? (Check the one that applies) <input checked="" type="checkbox"/> One-time purchase <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Until the good or service is replaced or no longer needed by the Requesting Department
6. Vendor's Information Name, Contact, Address, Email, and Phone	TUSA Consulting Services, 118 Conister Lane, Suite B, Box 357 Liberty, MO 64068 816-518-9223

**Statement of Need and Certification:** The sole source request is based upon an objective review of the good/service and market availability, and appears to be in the best interest of the City. I know of no conflict of interest on my part. No gratuities, favors or compromising actions have taken place. I hereby certify that this justification is accurate and complete to the best of my knowledge and belief.

\_\_\_\_\_

*Director/Chief Name*                      *Director/Chief Signature*                      *Date*

-----DO NOT WRITE BELOW THIS LINE-----

- Request Declined:** The request for a sole source purchase is declined for the following reason(s):
  
- Request may be submitted for consideration once the needed additional information is provided.

Procurement & Contract Services Manager Signature : \_\_\_\_\_ Date \_\_\_\_\_ *Request Declined*

**Sole Source Request Approval:** Based on the information provided the sole source request is approved.  
 The request is good for (time period): \_\_\_\_\_  
 Goods – proceed with processing of a requisition. Services – a services agreement may need to be negotiated between the Vendor and City before proceeding with the processing of a requisition.

\_\_\_\_\_

Procurement & Contract Services Manager                      Date                      City Manager                      Date

\_\_\_\_\_

Park Administrator                      Date

APPROVED AS TO FORM

\_\_\_\_\_

Office of the City Attorney                      Date

Original to File in Procurement                      Copy returned to Requestor

<b>APPROVALS REQUIRED – Based on One-time or Annual Anticipated Spend</b>	
\$5,000 - \$19,999.99	Department Director, Procurement and Contract Services Manager Approval
\$20,000 - \$74,999.99	Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator Approval
≥ \$75,000	Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator, and Council/Park Board Approval