

SOLE SOURCE PURCHASE JUSTIFICATION

Submit this Form to the Purchasing Division for Approval Prior to Placing an Order

Date: 06/30/2017 Department: Information Technology Services Requested By: Cathy Loveland

Vendor Contacted & Address: Analysts International Corporation (AIC)
3601 W. 76th Street
Minneapolis, Minnesota 55435

Phone Number: _____

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):

The City of Lee's Summit utilizes the Lawson software platform for its' procurement, financial management, and Human Resources functions. The employee who was specialized in Lawson support separated employment with the City in May 2017. Though the vacant position has been posted, there have yet to be any applications received to fill the position.

Because the Lawson software system is critical to the functioning of the organization, it is necessary to have technical support to address a variety of issues and concerns that face the organization. Because of the specifications and specializations that have been applied entities are able to provide the level of support and assistance that the City needs in order to be able to effectively utilize the software. City services will be substantially adversely affected if the City is unable to obtain Lawson support services until a more permanent solution is determined. Additionally, the City is in preparation to implement the results of the Compensation Study, which will require additional specialized technical assistance.

The City is currently engaged with AIC under a Master Services Agreement for the provision of a variety of Lawson related support services, all of which may be engaged through a separate scopes of work. AIC has provided services in a number of capacities related to the Lawson system in the past and is uniquely qualified to be able to assist the City with its' current needs as a result of being aware of the specifications and modification to the Lawson system that the City has been utilizing.

Due to the combination of the specialized nature of the services needed as well as the underlying Master Services Agreement (attached), combined with the urgent nature of the need for services to be provided given the extended period of time that it appears there will be a vacancy in the position, the ITS Department is seeking the approval of two (2) scopes of service: 1) a Human Resources Application Consulting Scope of Work to assist with the implementation of the Compensation Study pay plans for the total amount of \$5,600.00; and 2) an Ad Hoc Support Statement of Work for the provision of technical support services on an as needed basis for the operation of the Lawson system at an hourly rate of \$175.00 per hour, with a total not to exceed amount of \$37,800.00 to be utilized as needed until a more permanent solution for services related to Lawson support can be identified, negotiated, and obtained.

Relevant Purchasing Policy Provisions:

XV.B. Sole Source. A single feasible sole source exists when: 4) Specialized consultant or technical services for a project with specific circumstances which require a unique combination of abilities or expertise to perform the services required.

Attached are the two Scopes of Work which are being proposed herewith.

Estimated Annual Cost: \$43,400.00 for both Scopes of Work

Was the request budgeted? Yes No

Term of this sole source is: 09/01/2017 to March 31, 2018.

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:	Velocity	Hourly service rate of \$185.00 per hour, ad hoc.
Address:	_____	
Phone #:	_____	
Name:	RPI Consultants	Hourly service rate of \$185.00 per hour, ad hoc.
Address:	_____	
Phone #:	_____	

Was the manufacturer contacted for other distributors? Yes No

Please explain:

I concur with the above explanations and approve this request:

<i>[Signature]</i> 7/28/17 Department Director Date:	
<i>[Signature]</i> 7/28/17 Purchasing Manager Date:	City Manager Date:
City Clerk as approved by Council Date:	Park Administrator Date:

APPROVALS REQUIRED:

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):	
\$ 1,000 - \$ 9,999	Department Director & Purchasing Manager Approval
\$ 10,000 - \$ 19,999	Department Director, Purchasing Manager & City Manager Approval
\$ 20,000 & Above	Department Director, Purchasing Manager, City Manager & City Council Approval
APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:	
\$ 1,000 - \$ 9,999	Parks Administrator & Purchasing Manager Approval
\$ 10,000 - \$ 19,999	Purchasing Manager & Parks Administrator
\$ 20,000 & Above	Purchasing Manager, Parks Administrator & Park Board Approval