



**LEE'S SUMMIT**  
MISSOURI

**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>	Water Utilities
<b>Requestor Name and Phone:</b>	Dom Bennett-816-969-1916
<b>Good/Service to be purchased:</b>	Consultant Services for an Online Portal for Backflow Compliance
<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 checked="" 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:	The goals of the Backflow Compliance Program are to safeguard and protect public drinking water by preventing the flow of any unwanted material back into the Public Drinking Water System. In response to the goals set out in the adopted 2023 Strategic Plan, specifically goal 1.1.1 in the tactical plan, "Adopt an online portal solution for the backflow prevention program that includes annual test report management." Water Utilities is seeking to digitize its backflow prevention compliance program due to the city's growth and everchanging regulations. The new solution provided by SwiftComply will allow for efficient data processing, streamlined notifications to water customers, and a portal to accept Annual Backflow Test reports submitted by third party Certified Backflow Testers. Its planned seamless integration with Advanced Utility Systems will save staff time, prioritize scarce resources and ultimately increase program efficiency and compliance. This integrated solution will allow the utility to provide better service to its customers and local testers.
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	SwiftComply's platforms for water compliance are trusted by over 400 utilities across North America. SwiftComply has a signed formalize agreement for overall data integration with Advanced Utility Systems. This is the only contractor that Advanced Utility System has an established relationship/agreement with for Backflow Compliance. Advanced Utility System is the vendor the utility uses for its Customer Information System.
3. Describe any other facts that support the request (if any):	SwiftComply and Advanced Utility System are able to meet the utility's needs to implement in the off season of backflow compliance.
3. Were other Vendors contacted? List names of vendors.	Yes, but none of them had signed agreements with Advanced Utility System. The other vendors contacted were Syncta and TecNXS.
4. Anticipated Annual Spend:	\$90,500.00 for the first year. This includes a one time \$50,000.00 set up fee and an annual cost of \$40,500 for up to 15,000 backflow units.



**Sole Source Request**

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 type="checkbox"/> One-time purchase <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input checked="" 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	SwiftComply David Batterman (AUS Business Development Representative) 416-530-2700 dbatterman@advancedutility.com 6701 Koll Center Pkwy 250 Pleasanton, CA 94566

**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

11/15/23  
 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      11-15-23  
 Date

\_\_\_\_\_  
 City Manager      Date

\_\_\_\_\_  
 Park Administrator      Date

Original to File in Procurement

Copy returned to Requestor

APPROVALS REQUIRED – Based on One-time or Annual Anticipated Spend	
\$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