



## 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>	<b>Law</b>
<b>Requestor Name and Phone:</b>	<b>Brian Head, City Attorney, 816-969-1415</b>
<b>Good/Service to be purchased:</b>	<b>Lobbying services on federal issues as an additional service from VERSA Governmental Strategies. This requires a contract amendment approved by Council.</b>
<b>Sole Source Request</b>	<p>This sole source request is necessary because (Check all that apply):</p> <p><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>)</p> <p><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</p> <p><input type="checkbox"/> Goods or services are available at a discount from a single distributor for a limited period of time</p> <p><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.</p> <p><input checked="" 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</p> <p><input type="checkbox"/> Required by Granting Organization (Grant Requirement)</p> <p><input type="checkbox"/> Maintenance/Repair required to maintain manufacturer's Warranty</p> <p><input type="checkbox"/> Interchangeability with existing equipment</p> <p><input type="checkbox"/> Standardized product – provide copy of approved Standardization request</p> <p><input type="checkbox"/> Other – provide detailed justification</p>
<b>Supporting Documentation/Information – Attach additional pages as needed</b>	
1. State the need for the purchase of the good or service:	<b>City Administration and Council require up to date and accurate information about issues impacting COLS from the Federal government</b>
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	<b>Versa Governmental Strategies LLC has an existing relationship with the City and understands our needs and concerns in terms of state and federal government activity and how that impacts COLS. As they are currently our state-level lobbyists, this gives us seamless consistent representation on issues important to our city. Additionally, this service will run concurrent with the existing contract and will be used as a pilot for these services for less than 1 year.</b>
3. Describe any other facts that support the request (if any):	<b>This is an amendment to our existing agreement with his firm and will require council approval as the total yearly expenditure will now exceed \$75,000.</b>
3. Were other Vendors contacted? List names of vendors.	<b>No</b>
4. Anticipated Annual Spend:	<b>\$50,000 for this additional service that will be added to Versa Strategies existing agreement.</b>
5. Requested length of time the sole source is needed:	<p>What is the requested length of time requested for the sole source? (Check the one that applies)</p> <p><input type="checkbox"/> One-time purchase <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> <sup>Less than</sup> 1 year <input type="checkbox"/> Until the good or service is replaced or no longer needed by the Requesting Department</p>
6. Vendor's Information Name, Contact, Address, Email, and Phone	<b>Versa Governmental Strategies, Suite 200, 125 High Street, Jefferson City Mo. 65101</b>

**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.



**LEE'S SUMMIT**  
MISSOURI

Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE.**

☐ Request may be submitted for consideration once the needed additional information is provided.

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

The request is good for (time period): **this additional service for the year 2026**  
 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.

---

Park Administrator
Date

Office of the City Attorney \_\_\_\_\_ Date \_\_\_\_\_

Copy returned to Requestor

\$5,000 - \$19,999.99  
\$20,000 - \$74,999.99  
≥ \$75,000

Department Director, Procurement and Contract Services Manager Approval  
 Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator Approval  
 Department Director, Procurement and Contract Services Manager, City Manager/Parks Administrator, and  
 Council/Park Board Approval