



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.

Requesting Department/Division:	Law
Requestor Name and Phone:	Brian Head, City Attorney, 816-969-1415
Good/Service to be purchased:	Lobbying services on federal issues as an additional service from VERSA Governmental Strategies. This requires a contract amendment approved by Council.
Sole Source Request	This sole source request is necessary because (Check all that apply): ☐ 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>) ☐ Based on past procurement experience, it is determined that only one (1) distributor services the region in which the good or service is needed ☐ Goods or services are available at a discount from a single distributor for a limited period of time ☒ 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. ☒ 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 ☐ Required by Granting Organization (Grant Requirement) ☐ Maintenance/Repair required to maintain manufacturer's Warranty ☐ Interchangeability with existing equipment ☐ Standardized product – provide copy of approved Standardization request ☐ Other – provide detailed justification
Supporting Documentation/Information – Attach additional pages as needed	
1. State the need for the purchase of the good or service:	City Administration and Council require up to date and accurate information about issues impacting COLS from the Federal government
2. State the information to support the reason the identified vendor is a sole source for the purchase, supporting the box(s) checked above:	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.
3. Describe any other facts that support the request (if any):	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.
3. Were other Vendors contacted? List names of vendors.	No
4. Anticipated Annual Spend:	\$50,000 for this additional service that will be added to Versa Strategies existing agreement.
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) ☐ One-time purchase ☐ 6 months ☒ ^{Less than} 1 year ☐ 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	Versa Governmental Strategies, Suite 200, 125 High Street, Jefferson City Mo. 65101

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 _____

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

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