

S1-SOLE SOURCE PURCHASE JUSTIFICATION PROCEDURE

1. Requesting department should contact the Procurement and Contract Services Department regarding proper procedures.
2. Procurement Officer checks M:\Reports\Sole Source.xls to see if there is a current applicable sole source available for the department to utilize. For the sole source to be utilized, Procurement Officer will need to verify the term of the sole source as well as the total authorized amount; verify that the total authorized amount has not been exceeded and if applicable, that the current request would not exceed any authorized amount remaining balance.
3. If there is not an applicable sole source that can be utilized, the Procurement Officer shall contact the requesting department to inform them that they will need to submit a completed "Sole Source Justification Form".

Download instructions:

1. Go to City internet site.
2. Under "Applications" click on online forms.
3. Under Select a Category, select Procurement and Contract Services Forms.
4. Click on Sole Source justification Form to open.
5. Documentation from the supplier/Contractor/Manufacturer identifying specifics as to why they should be considered a "sole source" is required to be submitted with the SOLE SOURCE PURCHASE JUSTIFICATION FORM.
6. The form should be saved to the individual's H: drive, completed and signed by the appropriate Director or assignee and submitted to the Procurement and Contract Services Manager.

Procurement and Contract Services Manager or assignee will investigate the request. If request is found to be acceptable, Procurement and Contract Services Manager will execute, provide written recommendation and route for other appropriate signatures (approvals required as stated on the bottom of the form). If request is found to be unacceptable, or more information is required, Procurement and Contract Services Manager or assignee will contact requestor for more information before proceeding with written recommendation and routing for applicable approval(s). After the submission of requested information and if the request is deemed appropriate, Procurement and Contract Services Manager will approve and route for other required approval(s) as applicable.

4. After the form has been fully executed, it shall be the responsibility of the Procurement Officer to determine the appropriate method of procurement (after consulting with Procurement and Contract Services Manager), i.e. purchase order, PSA, Term & Supply Contract etc. If item exceeds \$50,000.00, approval must be obtained by City Council or Park Board.
 - If it is determined that a purchase order be issued: **Department-** enter a requisition in the ERP system. The requisition should reference the Sole Source Form. **Procurement and Contract Services-**A copy of the Sole Source Justification Form shall be utilized as an attachment.
 - If it is determined that a PSA or contract be issued: **Procurement and Contract Services-**A project number should be obtained and a record created in Access under Sole Source. Project progress notes should be updated accordingly.
 - If it is determined that a Term & Supply Contract be issued: **Procurement and Contract Services-** A contract number should be obtained and a record created in Access under Sole Source. Project progress notes should be updated accordingly.
 - If City Council approval is required, the City Clerk shall provide a copy of the fully executed Sole Source Justification Form along with applicable ordinance to the Procurement and Contract Services Manager.
6. After all approvals have been obtained, the procurement method determined and the proper electronic file created, the approved fully executed form shall be scanned by the applicable Procurement Officer, and saved to the applicable electronic file located in: M:\Procurement\Sole Source\Appropriate Year (20-10...). If the executed sole source justification form does not require council approval, the original is to be filed in the Sole Source File and one copy sent via inter-office mail or e-mail to the requestor and shall include if applicable (PSA #, Contract# etc.). Procurement Officer will create a file folder for the company named on the Sole Source Justification form (if one does not currently exist) and will file the folder alphabetically in the Sole Source file cabinet. The applicable Procurement Officer shall input the sole source information alphabetically into the sole source spreadsheet report located in Excel at M:\Reports\Sole Source.xls. The importance of updating the sole source spreadsheet report is that the information can be accessed and utilized by using Divisions/Departments via the City intranet.

SOLE SOURCE PURCHASE JUSTIFICATION FORM

SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM

Date: 9/9/22 Department: Police Requested By: Major Mark Liebig

Vendor Contacted & Address: Ka-Comm, Inc.
1201 W. Old 56 Hwy
Olathe, KS 66061
 Phone Number: 913-764-7314

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 Lee's Summit Police Department replaces vehicles each year after they have reached their designated time as determined by the Fleet Manager. This replacement requires removal of equipment from the outgoing vehicle and installation of the same equipment, or new equipment, into the replacement vehicle. This process is highly technical and detailed work due to the large amount of electronic equipment involved. Over the past few years, the department has searched for a single vendor to be able to conduct this entire operation. Ka-Comm was located in 2021 by the department and it was determined that they are the only local vendor that can meet all these needs. Ka-Comm is the only vendor in the metro to be a certified Watchguard repair and installation location. Watchguard is the in-car video and body camera system used by the department. Ka-Comm is also the only local certified Stalker radar vendor. Both these systems are used in the majority of the department fleet and due to this, a sole source approval is needed.

Estimated Annual Cost: \$70,000 Was the request budgeted? Yes No

Term of this sole source is: 10/1/22 through 10/1/25

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: _____	_____
Address: _____	_____
Phone #: _____	_____
Name: _____	_____
Address: _____	_____
Phone #: _____	_____

Was the manufacturer contacted for other distributors? Yes No

Please explain:
 Two other vendors have been used in the past. LE Uppfitters has closed and is no longer in business. 911 Custom was used but had very poor workmanship with many returned vehicles for repairs. Neither of these vendors were certified in Watchguard installation which resulted in numerous issues.

I concur with the above explanations and approve this request:



_____ Department Director	_____ Date	_____ City Manager	_____ Date
_____ Procurement and Contract Services Manager	_____ Date	_____ Park Administrator	_____ Date
_____ City Clerk	_____ Date	_____ Chief Counsel of Management and Operations	_____ Date

APPROVALS REQUIRED:

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):
 \$.01 - \$ 9,999.99 Department Director, Procurement and Contract Services Manager Approval

\$ 10,000 - \$ 49,999.99	Department Director, Procurement and Contract Services Manager Approval, City Manager Approval
\$ 50,000 & Above	Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval

APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:

\$.01 - \$ 9,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 49,999.99	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 50,000 & Above	Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval