

Sole Source Justification

It is the policy of the County to competitively solicit the maximum number of bids for a commodity or service in order to uphold the best interests of the County and secure the best deal in the procurement process. There are certain acquisitions, however, that can only be obtained from a sole source due to the uniqueness of the commodity or service, prior knowledge of the County's business practices, or lack of other providers, etc. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. Purchasing Services will attach the sole source justification to the procurement documents used to purchase a commodity.

For more information regarding sole source justification (exceptions, requirements, non-competitive negotiation, price/cost analysis, contract renewal, etc.) refer to Solano County's Purchasing & Contracting Policy Manual, Chapter 1.7.8.

Notice: If the sole source justification request is denied for any reason the procurement will undergo the normal competitive bidding process as defined in the Purchasing Policies and Procedures Manual, Chapter 1.8 and the Solano County Code 22-15 and 22-23.

Directions:

Complete the form below. Attach any other required or additional documentation to support your justification and be sure to have the department head or the appropriately designated person sign and date. (Refer to Chapter 1.7.8 of the Purchasing & Contracting Policies and Procedures Manual or Section 22.13-14 of the Purchasing Ordinance for the designation of authorized persons to sign such documents.) Submit to the Purchasing Department for approval.

Required Information:

Department: General Services Date Submitted: 6-8-2017
Department Contact: Phone: Kanon Artiche Phone: 707-784-2781
Vendor Name: NorthStar-IS Vendor ID: 0044666
Contract Type: Commodity Professional Service XX Non-Professional Service
Amount of Contract: \$100,000



Preparer's Signature

Central Services Manager

Title of Preparer

Justification for Sole Source Procurement:

1. Does the proposed contractor have unique, critical capabilities for the job required? ☒ Y ☐ N ☐ n/a
Explain these unique or critical capabilities and why no other contractor can fill them.

NorthStar-IS (Formerly, WorkFlow Action), Principal, Robert Kyhn has been working with the County to implement components of an enterprise content management system (ECM) since 2007, first under the company name, BMI Imaging Systems, then WorkFlow Action and currently, NorthStar-IS. Mr. Kyhn has assisted the County in developing portions of an ECM for the following departments: Sheriff, Treasurer/Tax Collector/County Clerk, District Attorney, Department of Child Support Services, and the County's Health and Social Services Department. He is familiar with the County's protocols, has certain permissions to access the County network, and has extensive knowledge regarding the County's Records and Information Management initiative (RIM) and the County's overall ECM initiative. To remove NorthStar-IS from this effort would be at a considerable cost to the County in order to bring another firm current with ECM efforts thus far, as well as delay the momentum of the implementation of this segment of the County's RIM efforts.

2. Is the proposed contractor highly specialized to perform this particular job? ☒ Y ☐ N ☐ n/a
Explain prior experience that supports this claim.

Mr. Kyhn has assisted the County in developing portions of an ECM for the following departments: Sheriff, Treasurer/Tax Collector/County Clerk, District Attorney, Department of Child Support Services, and the County's Health and Social Services Department. He is familiar with the County's protocols, has certain security permissions to access the County network, and has extensive knowledge regarding the County's Records and Information Management initiative (RIM) and the County's ECM initiative.

3. Does this contractor have specialized facilities, staffing, and/or equipment? ☐ Y ☐ N ☒ n/a
Explain what these are and why they are vital to the required commodity or service.

4. Does the proposed contractor have a substantial investment that would have to be duplicated at the County's expense by another contractor entering the field? ☒ Y ☐ N ☐ n/a
Explain what this investment is and how it will affect the County.

NorthStar-IS has an extensive **knowledge** investment in the County due to the partnership between Robert Kyhn and the County, which has spanned approximately ten (10) years. The County has invested over \$600,000 in its RIM initiative of which Mr. Kyhn has been very involved with. A new consultant would be on a steep learning curve, which would delay current progress on the County's RIM initiative, ultimately resulting in a considerable to the County.

5. Is the need for a commodity or service time-sensitive? ☒ Y ☐ N ☐ n/a
Explain how the proposed contractor/vendor can meet these scheduling needs.

June 2012, the County Board of Supervisors authorized implementation of the RIM program. Since that time, staff has been diligently working to implement all phases of the RIM initiative. The ECM piece is the last for implementation. However, the RIM is a living initiative and will continue to evolve in accordance with changing legislature and business practices.

6. Is competition precluded because of:

- the lack of drawings or specifications? ☐ Y ☐ N ☒ n/a
- existing patent rights or copyrights? ☐ Y ☐ N ☒ n/a
- existing equipment maintenance program or contracts? ☒ Y ☐ N ☐ n/a

Provide details for positive responses:

NorthStar is currently working for the County Department of Information Technology under a Purchase Order.

7. Can competition be achieved if sufficient lead-time is given to obtain drawings and specifications?

☒ Y ☐ N ☐ n/a

If not, explain why drawings and specifications are lacking and how the proposed contractor can fulfill the need without them. If so, explain how much time is required to obtain drawings and specifications.

Competition can be achieved, but is not advised for reasons stated in numbers 1, 2, and 4.

8. Does this acquisition require compatibility with any existing county equipment? ☒ Y ☐ N ☐ n/a

Explain why only one contractor can provide sufficient compatibility.

Mr. Kyhn has familiar knowledge with the County's business protocols and network capabilities. He also has security access to certain portions of the County's network. He is familiar with the connectivity and information/computer relations between existing work already in progress as well as successfully completed projects.

9. What unique characteristics does the equipment or material offered by the proposed contractor/vendor possess that are required to meet the County's needs? ☐ Y ☒ N ☐ n/a

10. Were similar goods or services evaluated and determined to be inadequate? ☐ Y ☒ N ☐ n/a

What steps were taken to verify that this item is unique, absolutely necessary, and is the most financially responsible option for the County?

11. Were samples of goods from more than one vendor tested by the requesting department?

☐ Y ☒ N ☐ n/a

List each vendor whose products were tested and explain what was deficient or why the product does not meet the needs of the department.

12. Was competitive bidding first sought but proved to be inadequate for any reason and would not hold the County's best interests in mind? ☐ Y ☒ N ☐ n/a

Explain why the competitive bidding process was inadequate and why the County's best interests could not be maintained:

Additional justification or further explanation of answers above:

Beginning in 2007, key personnel within Northstar assisted the County with utilizing Documentum as an ECM and Records and Information Management repository. In 2014, Northstar's Documentum implementation efforts intensified while working in conjunction with the Department of Information Technology to support digital content/records and information management for the Sheriff's Office, District Attorney, Auditor-Controller's Office, Treasurer/Tax Collector/County Clerk, Department of Child Support Services and Health and Social Services. Northstar has also provided services associated with the phased implementation of Documentum with pilot departments. Through this process, Northstar has amassed considerable knowledge of the County's business practices and possesses unique and critical capabilities associated with Documentum in relation to those practices.

Review and Approval:

Approved: ☒ Yes ☐ No

Explanation of Approval or Denial: _____



Signature of Submitting Department Head

6/12/17

Date

Signature of Reviewer

Date

Title of Reviewer

Preparer's Initials