

## SINGLE/SOLE SOURCE JUSTIFICATION FORM

Complete this form when requesting an exception to the county's competitive procurement policy where only one firm has a product that will meet the project's needs or product specifications, or only one firm can do the work requested. Completing this form does not guarantee that the proposed vendor will be selected. It is the requester's responsibility to provide all required information and documentation as indicated in this form.

Procurement Manager reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement issues.

Type of Source
<b>Sole Source:</b> The <i><b>ONLY</b></i> known supplier for unique products and services where no other options are available
<b>Single Source:</b> Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor, i.e., availability, timeliness, location, etc.

Part I: General Requester Information	
Department Name: Procurement	Division Name: Procurement
Purchase Order Request# (POR) If available:	Total Amount of Purchase: FY 23:\$70,963.75, FY24: \$73,055.32, FY25: \$75,246.98

Part II: Vendor Information	
Vendor Name: Carasoft, eCivis	Vendor Contact Name: Brittany Vance
Vendor Contact Phone: 571-662-3094	Vendor Contact Email: Brittany.Vance@carasoft.com

Part III: Single/Sole Source Justification (check one or more)
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DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.

On-line application which allows users to search available grant opportunities. In use by the County since 2004

1	<input type="checkbox"/>	Parts/Equipment Can Only be Obtained from Original Manufacturer - Not Available Through Distributors.
2	<input type="checkbox"/>	Only Authorized Area Distributor of the Original Manufacturer.
3	<input type="checkbox"/>	Proprietary Item/Service ( <a href="#">Explain Below</a> )
4	<input type="checkbox"/>	Parts/Equipment not Interchangeable with Similar Parts of Another Manufacturer ( <a href="#">Explain Below</a> )
5	<input type="checkbox"/>	This is the Only Known Item/Source that will meet the Specialized need of this Department or Perform the intended function. ( <a href="#">Explain Below</a> )
6	<input type="checkbox"/>	Parts/Equipment are Required from this Vendor to Provide Standardization ( <a href="#">Explain Below</a> )
7	<input type="checkbox"/>	Upgrade to existing software. Available only from the Producer of this Software Who Sells on a Direct Basis Only.
8	<input type="checkbox"/>	An Awarding Agency or Pass-through that was competitively Procured.
9	<input checked="" type="checkbox"/>	Non of the Above Apply. Detailed Explanation for Source Request (Explain Below) <i>Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable;</i>

Alachua County procured a Master License agreement with eCivis in 2004 at which time the Board of County Commissioners determined that it was a Public Purpose to procure the Master License, to provide sub-licenses to utilize eCivis for County Departments, the Library District, Municipalities in the County, and to County Community Based Organizations (CBO). eCivis now uses Carasoft as a Third Party Provider of the software. eCivis facilitates those organizations to search and apply for available grants. Although there are other grant search systems, designating eCivis, provided by Carasoft, as a Single Source will ensure uninterrupted operations and continuity for the current sub-licensee users of the system. Currently there are approximately 150 active users from Community Based Organizations, Alachua County Departments, and County Municipalities. There are additionally over 600 inactive, users who have not logged in for a period of 6 months, but can be reactivated upon request. During the previous three year period users received combined grant awards of approximately \$700,000 per year. To maintain access to eCivis for the sub-licensees the master Licenses Agreement must be renewed. Seeking an alternate source and the subsequent implementation would be detrimental and hinder users from taking advantage of grant opportunities

**Part IV: Confirmation of Documentation**

Have you provided required documentation including vendors quote, for this request in support of the justification in Parts III of this form?

☐ Yes

☒ No

You may also attach any additional information not specifically requested on this form to support your single/sole source justification.

**Part V ESTABLISHMENT OF PRICE REASONABLENESS**

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interests of the County based on the following:

- 1 ☐ Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold. (Attach copy of vendor's price list.)
- 2 ☐ Price obtained includes a discount from current list prices. (Attach copy of quote showing list price and net price paid.)
- 3 ☒ Other. (Explain Below.)

Caresoft/eCivis has maintained the current annual cost, \$70,927.50, for the first year (FY23) of this renewal term. There is a 3% increase in year in the subsequent two years of the renewal (FY24&FY25)

**Part VI: DEPARTMENT**

Thomas (Jon) Rouse

Requester Name

DocuSigned by:

Thomas (Jon) Rouse

Requester Signature

5/25/2022

Date of Signature

Director

Director Signature

Date of Signature

**Part VII: PROCUREMENT & BOCC**

☒ Single Source

☐ Sole Source

Larry Sapp

Procurement Manger

DocuSigned by:

Larry Sapp

Procurement Manger Signature

5/27/2022

Date of Signature

Chair

Chair Signature

Date of Signature