

**WASHOE COUNTY
SOLE SOURCE PURCHASE REQUEST FORM**

This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.

DEPARTMENT Technology Services LOCATION 1001 E. 9th Street

REQUESTOR'S NAME Craig Betts TELEPHONE # 775-328-2355

REQUISITION NUMBER _____ DATE 4/26/2016

RECOMMENDED SOLE SOURCE SUPPLIER EPI-USE America, Inc.

DESCRIPTION OF GOOD OR SERVICE REQUESTED Creation of data warehouse as recommended
In the Reporting and Dashboards Deliverable provided to Washoe County on July 1,
2015.

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

() 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

() 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

() 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

() 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

(X) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

() There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

() A selection process was utilized to select the most qualified person.

(X) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

(X) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

EPI-US America, Inc. was one of the original contractors of the County SAP implementation and has been a committed partner for over 10 years giving them considerable knowledge of County processes, system configuration and available data. Introducing a new SAP service provider to implement the County data warehouse would require additional time and money to allow them to get up to speed with our SAP installation, data structures, and module configurations.

(X) 7. The following provides justification as to reasonableness of price:

Significant cost savings may be gained by using this vendor with valued County process knowledge than by introducing a new SAP service provider to implement the County data warehouse. It would require additional time and money to allow a new vendor to get up to speed with our SAP installation, data structures, and module configurations.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

Signature of Requestor



Department Head Approval

Craig Betts
Print Name

I, _____, authorized Buyer, recommend the following:

(✓) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115. 1. (b)

() Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.____.

() Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

Buyer



Purchasing & Contracts
Manager

Date

4/28/2016

Date