

WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

Non-grant funds:

- Equipment or supplies exceeding \$25,000
- Professional Services exceeding \$50,000

Grant funds:

- Equipment or supplies exceeding \$3,000
- Professional Services* exceeding \$3,000

*Note: Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT Sheriff's

REQUESTOR'S NAME Kerri Heward PHONE # 328-2803

REQUISITION NUMBER _____ DATE 06/11/2021

RECOMMENDED SOLE SOURCE SUPPLIER Thermo Fisher Scientific / Life Technologies

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 128,293.76

Description of good or service requested:

We are requesting the purchase of 2 QuantStudio 5 real-time PCR instruments, associated validation of these instruments, and a 1 year service contract for each instrument. Thermo Fisher Scientific is the manufacturer and sole distributor of these instruments. The QuantStudio 5 real-time PCR instruments are the newest versions of our currently validated 7500 real-time PCR instruments which are over 10 years old and need to be replaced.

Unique features/qualifications required that are not available from another supplier:

The QuantStudio 5 real-time PCR instrument is the newest version of the real-time PCR instrument currently used in our laboratory. These instruments along with their unique associated software will allow us seamlessly integrate all steps in the DNA analysis workflow thus creating a highly efficient workflow process. Thermo Fisher Scientific is the manufacturer and sole distributor of the QuantStudio 5 real-time PCR instrument. Finally, because ThermoFisher is also the manufacturer of the 7500 instruments being replaced, we will be able to take advantage of there "trade in" service. This will save us \$ 24,000.

Were other options sought?

☐ If yes, why were they unacceptable? If no, why were alternatives not reviewed?

While there are other real-time PCR instruments on the market, most have not been approved for use in the Forensic DNA setting. Additionally, the QuantStudio 5 real-time PCR instrument is the only instrument that utilizes software that will allow for its seamless and efficient integration into our laboratory's DNA workflow.

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

The WCSO-FSD received significant discounts for these instruments, validation services, and service contract. Additionally the WCSO- FSD was able to take advantage of trade-in credit. The discounts and trade-in credit totals \$65,938.

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant 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 supplier specified 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. Select all of the following applicable to the requested purchase. Attach additional information if necessary.

Note: Grant-funded purchases must fall under either 6, 7 or 8 below.

- ☒ 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.

The QuantStudio 5 real-time PCR instrument is the newest version of the real-time PCR instrument currently used in our laboratory. These instruments along with their unique associated software will allow us seamlessly integrate all steps in the DNA analysis workflow thus creating a highly efficient workflow process. Thermo Fisher Scientific is the manufacturer and sole distributor of the QuantStudio 5 real-time PCR instrument. Finally, because ThermoFisher is also the manufacturer of the 7500 instruments being replaced, we will be able to take advantage of there "trade in" service. This will save us \$ 24,000.

- ☒ 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

The QuantStudio 5 instruments are compatible with all of our DNA chemistries and instrumentations used in our DNA analysis workflow which is one of the main reasons why we wanted to purchase this specific instrument.

- ☒ 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.

DNA analysts in the WCSO Forensic Science Division will utilize this system and will be provided training on using this specific instrument.

- ☐ 4. 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.

☐ 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.

- ☒ 5. 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.

- ☒ 6. The product or service is available only from a single source.

- ☐ 7. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the grantee department. (Attach sponsor authorization)

- ☐ 8. After solicitation of a number of sources, competition is determined inadequate.

- ☒ 9. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

Answer to question 6 & 9: Thermo Fisher Scientific is the manufacturer and sole distributor of the QuantStudio 5 real-time PCR instrument.

Answer to question 5:

Kelsey Kemp, MFS
Human Identification Account Manager

Thermo Fisher Scientific
Mobile: (760) 423-2582
Kelsey.Kemp@thermofisher.com | www.thermofisher.com

The following provides justification as to reasonableness of price: (i.e.; aligns with market pricing, government discount applied, cost analysis was conducted, aligns with historical pricing, etc.)

The WCSO-FSD received significant discounts for these instruments, validation services, and service contracts. Additionally, the WCSO- FSD was able to take advantage of trade-in credit. The discounts and trade-in credit totals \$65,938.

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

Kerri Heward

Print Name

Wayne Yarbrough

Signature
Department Head Approval

Wayne Yarbrough

Print Name

For completion by the Purchasing Division:

☒ Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

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

☐ Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.

☐ 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.

Signature
Purchasing and Contracts Manager
(or authorized representative)

Mark Stewart

Print Name

06/15/2021

Date