Memorandum

TO: Leigh Griffing, Procurement Officer

FROM: Monte Sipe, Construction Projects Manager

SUBJECT: Sole Source Vendor Designation

DATE: September 23, 2019

Development Services, Engineering Division is requesting permission to designate AXIOM IT Solutions, Inc. the sole source vendor for updates to the CPAP (Construction Projects Assessment Program). Under the City's purchasing rules, a sole source determination can be made under limited circumstances. Below is the excerpt from the purchasing policy and the italicized comments explaining how AXIOM IT Solutions, Inc. meets the criteria:

**Sole source purchases.** Under some limited circumstances, a department may need to consider making a sole source purchase for a supply or service available from only one known vendor. Because this purchase occurs without benefit of competition, departments should exercise great reluctance to use this procurement method.

1. Sole source procurement is permissible under the following circumstances:
   a. The compatibility of current services or equipment, accessories, or replacement parts is the paramount consideration;

   *In 2016 the City of Missoula completed a RPQ/RPF process for creation of a customized software program to manage the City’s annual curb/sidewalk program. At the outcome of that process the City entered into Agreement with AXIOM IT Solutions, Inc. for development of a new Construction Projects Assessment Program web-based, SQL database, software application (CPAP).*

   *The City is making changes to the Road District Funding Assistance Program that necessitates updates to this custom software created by AXIOM IT Solutions, Inc.*

   b. There is no alternative, equivalent project to the one required;
The CPAP system is custom software developed by AXIOM IT Solutions, Inc. It would not be efficient to hire another vendor that would have to understand how the original software was developed and implemented before they could make the same changes.

c. There is only once acceptable or suitable source for the supply or service item;

Once again, the CPAP system is custom software developed by AXIOM IT Solutions, Inc. It would not be efficient to hire another vendor that would have to understand how the original software was developed and implemented before they could make the same changes.

d. Grant terms specify the equipment to be purchased;

Not applicable

Approved:

Leigh Griffing, Procurement Officer

John Engen, Mayor

9/25/19

Date

Date