REQUEST FOR SINGLE SOURCE
(Limited Source Procurement)

Return to: Materials Management

Materials Management Procurement
9875 N. 85th Avenue
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Date: 10/24/2023

Prepared by (Name/Title): Jillian Sandoval, Sr. Management Analyst

Single source request for the purchase of: GIS 3-Year Enterprise License Agreement (ELA) for the City's GIS System

Requested Supplier: Environment Systems Research Institute (ESRI)

Supplier phone#: 909-793-2853

Supplier's Address: 380 New York St
Redlands, CA 92373-8100

Fiscal Year: FY24

Funding Source: 3300-3750-525008

Contact Person: John Garrido - jgarrido@esri.com

Estimated Expenditure: $535,095 over 3-years

Statement of Need: The department's recommendation for single/limited source procurement is based upon an objective review of the product/service being required and appears to be in the best interest of the City. I am aware of no conflict of interest or compromising action. Personal familiarity with particular brands, types of equipment, materials or firms has not influenced the request to single source this purchase.
*Refer to the attached single source justification as prepared by our department, and to the attached exhibits including research/review of available products/services.

Heather Wildermann
Signature of Requesting Division Manager

Oct 24, 2023
Date

Kris L Dalmolin
Approval of Department Director

Oct 24, 2023
Date

Materials Management Comments: SS valid for 3 years. MM approval contingent upon Council approval.

Materials Management Approvals:

Drew Ashmun
Buyer

Oct 31, 2023
Date

Christine Finney
Materials Manager

10/31/23 14:36 MST
Date

Single Sourcing:

All Single Source requests shall contain the following information:
1. Full explanation of the product or service required.
2. A full explanation of the existence of a single or limited source condition which explains the rational for noncompetitive procurement.
3. A detailed summary of efforts made to locate other potential sources, methods to locate them, and the reasons for selection or rejection of each potential source.

Examples of a single/limited source procurement could be:
1. Immediate or past experience with a supplier which could impact price or quality.
2. Critical delivery schedule.
3. Current contractual involvement.

Please note, a single source procurement is not a vehicle to circumvent competition in the market place nor should it be used as a result of poor planning, a desire to not write specifications, or end of year budget expiration. Single source procurement should be utilized with extreme caution to avoid problems such as failure to recognize the true market value of the product or service, motivation of the supplier to perform quality work, lack of backup supplier in the event of nonperformance, and lack of negotiation leverage. The positives should outweigh the negatives.

Please submit Single/Limited source request in advance to allow sufficient time for review and/or negotiation of a contract.

Justification for Single Source
Department Shall Provide Explanation to Support Justification for Single Source below

1. Full explanation of the product or service required:

The City's GIS systems are built on the ESRI software platform. This platform is used to create the geospatial layers to document and map the City's assets and other points of interest. This ELA will provide the licensing and support needed to maintain the GIS systems and the ability to deliver maps and other resources to the City's websites for citizens and staff.

2. A full explanation of the existence of a single or limited source condition which explains the rationale for noncompetitive procurement:

ESRI is the owner, manufacturer, and sole source provider of all U.S. domestic Small Municipal and County Government enterprise license agreements (ELAs). The Small Municipal and County Government ELA is a bundled package of term-limited software licenses and maintenance that includes the right to copy. ESRI is the only source that can grant a right to copy and deploy the enterprise software within our organization. Also, domestically, ESRI is the only source of maintenance (including updates and technical support) for all ESRI software.

3. A detailed summary of efforts made to locate other potential sources, methods to locate them, and the reasons for selection or rejection of each potential source.

No other sources were sought out. ESRI is the only source that can grant a right to copy and deploy the enterprise software within our organization. ESRI is also the only source of maintenance (including updates and technical support) for all ESRI software. The City has procured ELAs through ESRI since 2014. This is the fourth 3-year ELA agreement with ESRI.

4. See Attached Backup Documentation (i.e. vendor quote, vendor single source letter, copy of Purchase Requisition, etc)