


Attachment A

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|  | SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM | Approval Date 1/1/2018 |
| | DIVISION AND POLICY NUMBER PURCHASING | Revision Date 9/16/2022 |


COMMODITY OR SERVICE OMS Asset Management Licensing

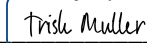
VENDOR OpenGov Inc.

AMOUNT OF PURCHASE \$ 297,840.75

REQUESTORS NAME John Kilman

DEPARTMENT DoIT

DEPARTMENT DIRECTOR's Approval  DocuSigned by: 84E55F68818C431... 9/11/2025 | 10:57 AM MD

FINANCE DEPARTMENT's Approval  DocuSigned by: 47B109A71C08406... 9/11/2025 | 12:06 PM MD

TOWN MANAGER's (or Designee) Approval  Signed by: 1B53437CF7F36F4... 9/11/2025 | 12:15 PM MD

TOWN COUNCIL's Approval, when necessary _____

| PURCHASING POLICY EXCEPTION ITEM | CHECK ONE |
|---|-------------------------------------|
| 1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock. | <input type="checkbox"/> |
| 2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock. | <input type="checkbox"/> |
| 3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed. | <input type="checkbox"/> |
| 4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function. | <input checked="" type="checkbox"/> |

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

OMS Asset Management licensing is required to provide the necessary software to support the Town's recreational, streets/traffic, and water/sewer assets. The Town's current 3-year license with OpenGov expires on 12/31/2025. Approval of this renewal agreement early allows for planning or costs and assurance of non-interrupted support.