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

signed by: David L. Cortiss 1885457CFF75414				
Signed by:				
FINANCE DEPARTMENT'S Approval				
Mark Marlowe				
3,320				
aster Plan Phase V -Ray Waterman Implen	nentation			
(Signed by: Mark Markown FEAGDSESSESSESSESSESSESSESSESSESSESSESSESSES			

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.	
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.	
3.	Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	
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.	\boxtimes

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.**

Staff would like to utilize LSI as they did satisfactory work on the MP Phase IV project and understand the specific I&C requirements of the Phase V scope. Given the security-sensitive nature of the Cybersecurity portion of the MP, LSI has signed a non-disclosure agreement with the Town to ensure confidentiality and protect sensitive information.

Having one integrator provide I&C implementation services for MP implementation projects:

- Higher level of I&C system standardization
- I&C instrument and programming preferences are standardized
- Programming may reflect a programmer's personal preferences
- This approach may result in higher initial costs, but these costs will be offset by lower long-term programming, updating, instrument maintenance, and staff training costs