

Lewis County—Sole Source Justification

Appendix C

This form was completed by:

<u>Matt Jaeger</u>	<u>IT Director</u>	<u>Info Services</u>
Name	Title	Department

Requested Vendor:	<u>For the Record</u>	Cost Estimate:	<u>\$60,364</u>
Vendor's Address:	<u>Denver, CO 80202</u>	Vendor Phone:	<u>1-877-680-0958</u>
Vendor Email	<u>info@fortherecord.com</u>	Vendor Contact	
Address/Website:	<u>www.fortherecord.com</u>	Name:	<u>Carter Cross</u>

1. Describe the product, service, or system. Attach all information:
2. Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. Space is available on page 2 to describe the applicable reasons.
- ☒ **Compatibility to existing County standard or to existing equipment, inventory, systems, data, programs, or service.** Describe. List efforts to find other sources.
 - ☐ **Licensed or patented product with only one dealer.** Describe. Attach documentation if available, to confirm your source is the only dealer or supplier for this region.
 - ☐ **Only authorized Service Provider, Repair and/or Warranty Services.** Describe.
 - ☐ **Unique design:** Purchase requires unique features that are essential to its design and specific to a particular supplier. Describe.
 - ☐ **Used item:** Surplus item bought through an auction or distributor that would represent good value and is advantageous to the County. Describe.
 - ☐ **Delivery Date:** Only one supplier can meet required delivery date. Describe and list efforts to find other suppliers to meet the delivery date.
 - ☐ **Project or Research Continuity:** Product, systems, services, or data must comply with an ongoing project, research, data, testing or analysis. Results would be interrupted or compromised without continuity. Describe.
 - ☐ **Other:** Please describe:

Lewis County—Sole Source Justification

Appendix C

Provide a Description of the Sole Source Reasons Checked on Page 1:

See Attachment "A".

STATEMENT OF NEED:
My department’s recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

IT Director Signature of Requestor	3/30/23 Date
Signature of Elected Official or Appointed Director (if under \$40,000)	Date

Note: Board of County Commissioners approval required for over \$40,000.

Please complete this form in its entirety and include with the payment voucher requesting payment to the vendor. Please retain a copy for your records.



March 30, 2023

Attachment "A"

Sole Source Justification for Lewis County District Court "For The Record Cloud Platform"

Lewis County District Court has a need to uplift their existing, on prem, Courtroom recording platform to provide the Court and the public with an on-demand service for requesting and accessing audio, transcripts, and speech-text content. The platform will be accessible via any web-enabled device and will be leveraging the current recording systems by replicating the data from the courtroom to the cloud platform.

This platform is provided by For The Record. District Court has used For The Record for their courtroom recording for over 15 years and already has the Microphones, Video, Software, and Recording equipment setup in each room.

Sole Source allows agencies to waive competitive bidding if new equipment or products must be compatible with existing equipment or products.

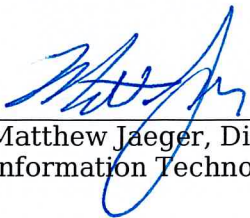
This cloud solution is offered by the same vendor they currently use, For The Record. It would not be advisable nor practical to have another vendor attempt to provide this same service as in doing so, the scope of work would also have to replace the Courts entire existing recording systems in the rooms. In order to offer the benefits of this cloud platform, only For The Record is compatible with their existing system and audio.

No other vendor other than For The Record would be able to offer this solution utilizing the existing system.

Issues:

- Only For The Record can provide a cloud solution for the existing recording systems in the Courtrooms as they are compatible with each other.
- No other vendor could offer a cloud solution utilizing the existing equipment due to compatibility.
- The only way another vendor could offer a solution would be by also removing all the existing, working, paid for, recording equipment in the Courtrooms to install their own for compatibility.
- District Court has used For The Record for over 15 years and the solution is cost effective and functional. There would be no benefit in attempting to re-work an existing functional system as it would be at greater expense.

Having our existing vendor, For The Record, provide the cloud platform which we know is already compatible all our current, in good working order, equipment is the best route forward to ensure continuity and efficient court operations.

 3/30/23
Matthew Jaeger, Director
Information Technology Services