

Lewis County—Sole Source Justification

This form was completed by:

Matthew Jaeger
Name

IT Director
Title

Lewis County IT
Department

Requested Vendor:	Legal Atoms	Cost Estimate:	\$42,192 (3 year contract)
Vendor's Address:	2500 Western Ave, Suite 722 Seattle WA 98121	Vendor Phone:	425-502-0111
Vendor Email Address/Website:	www.legalatoms.com mir@legalatoms.com	Vendor Contact Name:	Mir Tariq

1. Describe the product, service, or system. Attach all information:

Please see Attachment "A"

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.

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☐ **Other:** Please describe:

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

Please 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.

Signature of Requestor

Date

Signature of Elected Official or Appointed Director (if under \$40,000)

Date

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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.



IT Services

360 NW North Street
Chehalis WA 98532

July 24th, 2023

Attachment "A"

Sole Source Justification for Lewis County Courts "Legal Atoms Platform"

I am writing this memorandum to justify sole source procurement of software services from Legal Atoms for the electronic filing of protection orders in compliance with Washington State House Bill 1320. This bill mandates that our Clerks office must have electronic filing of protection orders available to the public, effective January 1st, 2023, exclusively for cases filed in Superior Court.

Background: Washington State House Bill 1320, enacted to enhance the accessibility and efficiency of protection orders, necessitates the implementation of an electronic filing system. The objective is to streamline the process of creating and submitting protection orders to our Clerks office while ensuring compliance with state laws.

Current Software Solution: Currently, our Clerks office relies on the services provided by Legal Atoms, (currently as a free demo) a reputable software vendor in which several Washington Counties currently utilize, that offers the necessary forms and workflow required for the creation and submission of protection orders. Legal Atoms has a proven track record of successfully aligning its system with Washington State Law, ensuring that all forms are completed accurately and submitted appropriately to the courts.

Sole Source Justification: After exploring available alternatives, it has become evident that Legal Atoms is the only software vendor that directly offers a solution compliant with the specific requirements of House Bill 1320. No other software provider provides the same level of integration with Washington State Law, nor forces the user to ensure the forms are completely filled out.

Furthermore, transitioning to another software provider would result in significant disruptions to our Clerks office operations, necessitating substantial retraining of staff and potentially leading to inefficiencies during the crucial initial implementation phase.

Conclusion: Based on the above information, it appears that Legal Atoms is the only viable and practical option to fulfill the requirements set forth by Washington State House Bill 1320.

Implementing any other software solution would not only pose challenges in terms of compliance but also risk the efficient operation of our Clerks office.

Please feel free to reach out if you require any additional information or clarification.



Matthew Jaeger, Director
Information Technology Services

