

**County of Monterey**  
**Contracts/Purchasing Department**  
**JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST**

Purchase Requisition Number \_\_\_\_\_

Date 10/15/14

Description of Item: MCFL's purchase contract with Evanced Solutions, LLC

1. Please indicate the following:

Procurement:       Goods  
                          Services

(Check One)

- x Sole Source: Item is available from one source only. Item is a one-of-a kind and is not sold through distributors. Manufacturer is exclusive distributor.
- Sole Brand: Various sources can supply the specified model and brand and competitive bids will be solicited for the requested brand only. Meets form, fit and function- nothing else will do.

Note: Sole Source/Sole Brand Requests are not maintained as a standing request. Each request is for a single one-time purchase only.

2. Vendor Selection:

- Preferred Vendor  
 Sole Source

Vendor Name: Evanced Solutions, LLC  
Address: 701 E. New York Street City: Indianapolis State: IN 46202  
Phone Number: (317)275-2709 Fax: (\_\_\_\_\_) \_\_\_\_\_  
Contact Person: Claudia Hackworth Title: Director of Sales  
Federal Employer #: 45-0627945

3. Provide a brief description of the goods/services to be purchased and why this purchase is being proposed under a sole source acquisition.

a) Why were product and/or vendor chosen?

Evanced is a proprietary vendor that provides Public Libraries with a hosted software solution for Library Meeting Room bookings, Online Program and Event Management and Online Summer Reading Program Management. Evanced was selected because they are the only vendor with the three modules tailored to public libraries. Evanced also integrates with Monterey County Free Libraries integrated library system, Polaris, by authenticating valid library card numbers using the SIP protocol we have in place.

- b) What are the unique performance features of the product/brand requested that are not available in any other product/brand? For Services: what unique qualifications, rights, and licenses does the vendor possess to qualify as a sole source/brand request?

Evanced is the only company that offers the suite of three modules that MCFL is looking for. Specifically competitors do not offer the Summer Reading Module which will automate sign-ups and statistics gathering for the Library's most popular annual program. It also allows the Library to launch an online version of the Summer Reading Program that will allow Monterey County residents in remote areas to have access to the program virtually. This is the type of service that establishes Monterey County Free Libraries as a leading Public Library system.

- c) Why are these specific features/qualifications required?

Although MCFL has 17 branches, there are many more County residents that will be served by the online Summer Reading program. Additionally, Evanced supports the SIP protocol in place with Polaris, the library's Integrated Library System (ILS).

- d) What other products/services have been examined and/or rejected?

Rm.Insight by Library Insight  
Calcium by Brown Bear Software  
Calendarix

- e) Why are other sources providing like goods or services unacceptable (please give a full meaningful explanation)?

The other vendors are not focused on integrated modules that support online Summer Reading programs. They focus on calendars and generic program management that do not address the special needs of running an online summer reading program.

- f) What are the unique performance features REQUIRED (not merely preferred), and how would your requirement be inhibited without this particular item or service?

Required: Online Summer Reader module. The library would have to buy services separately and the software would not integrate together like the suite of software offered by Evanced. It would increase the amount time staff required to manage the software, it would be more expensive and County residents would not be served as well.

- g) Estimated Costs:

\$15,000 to purchase the permanent license for 3 web based service modules and \$2,700.00 annual maintenance fee beginning on year 2.

4. Is there an unusual or compelling urgency associated with this project?

- No  
 Yes (Please describe)

County government agencies are one of the Library's highest users of public meeting rooms. We are fielding complaints that the manual system performed at each branch isn't a good way to handle bookings. Monterey County Department Heads often go directly to the County Librarian for reservations, while a system like this will allow the public, departments and agencies to book online. Also the current system is highly staff intensive.

We would also like to implement an online summer reading program in 2014 and the software must be set up in advance to run the online program.

**THE FOLLOWING TO BE COMPLETED BY THE REQUESTOR**

---

I hereby certify that:

1. I am an approved department representative, and am aware of the County's requirements for competitive bidding, as well as the criteria for justification for sole source/brand purchasing.
2. I have gathered the required technical information and have made a concentrated effort to review comparable and/or equal equipment.
3. The information contained herein is complete and accurate.
4. There is justification for sole source/brand purchasing noted above as it meets the County's criteria.
5. A sole source/brand purchase in this case would withstand a possible audit or a vendor's protest.

Chris Rubin  
Requestors Signature

3/16/2015  
Date

\_\_\_\_\_  
Authorized Signature by Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Contracts/Purchasing Officer*

\_\_\_\_\_  
Date