

## **SOLE SOURCE/SOLE BRAND JUSTIFICATION**

### **OVERVIEW:**

On rare occasions there may be a need to purchase goods or services from one vendor/contractor without going to formal bid or requesting competitive quotations. This is known as “Sole Source” purchasing. This document does not replace an Agreement.

“Sole Source” purchasing is authorized by Monterey County Code 2.32.040, Emergency Purchases, and by Monterey County Code 2.32.070, Competitive Bidding Not Required.

“Sole Source” purchasing may be necessary under certain circumstances such as an emergency wherein the department head or other County Official who is authorized to sign requisitions may purchase items for the continuance of the department function, or that items purchased are necessary for the preservation of life or property, and that no authorized purchasing department personnel are immediately available to make the purchase.

A sole source may be designated when it is apparent that a needed product or service is uniquely available from the source, or for all practical purposes, it is justifiably in the best interest of the County. The designation of a “Sole Source” supplier must be authorized by the County Purchasing Agent or Deputy-Purchasing Agent before the requirement for competitive quotations is waived.

In an effort to expedite sole source/brand requisition requests through Contracts/Purchasing, we would encourage you to review the criteria for Sole Source/Brand form herein. If you feel your request meets such criteria, follow the instructions in filling out the form, along with a Department Head signature approving the request on behalf of their department. If sole source/brand justification is warranted and accepted by Purchasing, the request shall be signed by the Contracts/Purchasing Officer (CPO).

This is an internal review process. Departments are requested to use discretion in their discussion with vendors so as not to compromise any competitive advantage the Buyer may utilize, regardless of the acceptance or rejection of the sole source/brand justification.

Contracts/Purchasing will advise you when a particular competitive review process may both serve the County better and/or be required by governing law.

The **JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST** is **NOT** an agreement.

**PROCEDURE:**

Sole source/brand purchasing is an exception to the normal procurement function and requires a detailed justification. In processing sole source/brand requests for supplies, services and/or equipment, Contracts/Purchasing adheres to and is governed by the principles set forth in both the Federal and State Laws governing public purchasing and the Public Contract Code, and by the adopted and approved County of Monterey Policies and Procedures.

If you are requesting a particular vendor, brand, or product, you must make this fact clear on your request. Such a request should not be made unless the request is reasonable and appropriately justified to meet legal requirements and can withstand a possible audit. The County requirements and the format for submitting such requests are contained herein.

The **JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST** is **NOT** an agreement.

The following factors **DO NOT** apply to sole source/brand requests and should not be included in your sole source/brand justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor
2. Cost, vendor performance, and local service (this may be considered an award factor in competitive bidding)
3. Features which exceed the minimum department requirements
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for unique factors
5. A request for no substitution submitted without justification. This is a sole source/brand request requiring detailed justification including established sole source/brand criteria

Please make copies of the Criteria for Sole Source/Brand form for your future use.

**County of Monterey**  
**General Services- Contracts/Purchasing Division**  
**JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST**

Date 05/08/25

1. Please indicate the following:

Procurement: ☐ Goods  
☒ Services

Description of Item: Prev maintenance,tech support, yearly certification of AV equipment

(Check One)

☒ Sole Source: Item is available from one source only. Item is a one-of-a kind and is not sold through distributors. Manufacturer is the 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.

Sole Source/Sole Brand Request is not an Agreement.

2. Vendor Selection:

☐ Preferred Vendor  
☒ Sole Source

Vendor Name: RTS Solutionz Inc., dba Solutionz, Inc.  
Address: 120 Interstate North Pkwy, Suite 158 City: Atlanta State: GA  
Phone Number: (404 ) 698-4110 Fax: ( 714 ) 367-2910  
Contact Person: Matthew Williams Title: Customer Success Mgr  
Federal Employer #: 47-3765043

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?

Preventative maintenance, technical support, quarterly end to end testing of the audio visual equipment at 168 W. Alisal, Salinas: board chambers, Monterey Room, Sea Cave Room and 1590 Moffett Street, Salinas: head end for broadcasting. The services will include extended warranty, firmware updates, facilitate replacements of hardware under warranty, unlimited tech support, full equipment and software coverage through manufacturer end of life for the equipment

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?

Solutionz, Inc. is the original vendor that designed, configured, and installed the system and will extend the warranty and provide quarterly on site end to end testing at no cost for year 1. This vendor will recertify the equipment yearly, extend the warranty, and facilitate any returns or replacement necessary. As the vendor that designed the system, vendor will be able to provide technical support with a very short response time.

c) Why are these specific features/qualifications required?

Having the original vendor that designed, configured, and installed the equipment to continue the preventative maintenance on a recurring basis will ensure the system is maintained and optimized.

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

No other services have been considered. An RFP for such services for a system not installed by the RFP respondents would not be without liability and additional costs unknown. A full system assessment would be required by vendors at an additional cost and time.

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

Utilizing another vendor would require a full system assessment and would not include year 1 of support at no cost. Solutionz, Inc. designed, configured, and installed the system and an alternative vendor would not be able to provide year 1 support at no cost, would not be able to extend the warranty since they did not acquire the equipment. I

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

The audio visual, production, and broadcasting equipment require full end to end testing, firmware updates, application upgrades, and technical support for any hardware, software, or functionality issues. Without these services, public meetings, broadcasting, and press conferences and in the field can be impacted.

- g) Estimated Costs:

Year 1 support will be at no cost. Quarterly on site maintenance, support, end to end testing, and firmware (PM) updates will be \$74,375 thereafter. For services not covered under the standard quarterly PM that will include requested system enhancements, configuration, and expansion to add additional equipment on an as-approved basis, there is \$300,000 allocated. The aggregate total agreement amount will be \$597,500.00

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

☐

No

☒

Yes (Please describe)

The project is completed and the equipment requires system maintenance, end to end testing, and firmware updates required by an engineer for the Crestron system and av equipment. All public meetings, press conferences using the equipment in the Monterey Room, Sea Cave Rm, Board chambers, or in the field can be impacted.

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

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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.

**Sarah House**

Digitally signed by Sarah House  
Date: 2025.05.08 07:58:22 -07'00'

05/08/25

Requestors Signature

Date

DocuSigned by:



Authorized Signature of Department Head

5/8/2025 | 9:11 AM PDT

Date

DocuSigned by:



Approved by Contracts/Purchasing Officer

5/8/2025 | 9:19 AM PDT

Date