

## **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 February 18, 2026

1. Please indicate the following:

Procurement:       Goods  
                          Services

Description of Item: Provides Enterprise Geographic Information System (GIS) solutions

(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: Environmental Systems Research Institute, Inc. (ESRI)

Address: 1600 K Street, Ste. 4C City: Sacramento State: CA

Phone Number: ( ) Fax: ( )

Contact Person: Sandi Hirth Title: Sr. Acct. Executive

Federal Employer #: \*5732

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?

Environmental Systems Research Institute, Inc. (Esri) is the developer, owner, and sole manufacturer of the ArcGIS suite of Geographic Information System (GIS) software products that comprise the County's Enterprise GIS platform. Esri is the only responsible source authorized to provide proprietary software maintenance, technical support, security patches, updates, and version upgrades for ArcGIS products.

The County's Enterprise GIS infrastructure supports critical departmental operations, enterprise system integrations, spatial data management, and public-facing applications. Due to Esri's exclusive ownership of the software and associated intellectual property, the required maintenance and support services for the Enterprise GIS platform must be procured directly from Esri.

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?

ArcGIS software is proprietary to Esri, which retains exclusive rights to its source code, licensing, distribution, and product development. Only Esri is authorized to provide official maintenance, certified updates, patches, and major version upgrades for the ArcGIS products that support the County's Enterprise GIS.

Esri has direct access to its development teams, technical resources, and product roadmap, ensuring accurate support, system compatibility, and interoperability with evolving operating systems and enterprise applications. No third-party vendor is legally or technically authorized to provide equivalent maintenance or distribute official ArcGIS updates. Esri is the only responsible source capable of providing the required services for the County's Enterprise GIS without substantial duplication of cost or unacceptable delay.

c) Why are these specific features/qualifications required?

The County relies on ArcGIS software to support critical GIS operations, data management, mapping, and enterprise system integrations. Maintaining an active software maintenance agreement with Esri ensures continuous access to security patches, performance enhancements, regulatory updates, and compatibility with evolving operating systems and enterprise platforms. Without this agreement, the County would lose access to technical support and software updates, increasing the risk of system obsolescence, cybersecurity vulnerabilities, and operational disruptions. Continued maintenance with Esri is therefore essential to preserve system functionality, data integrity, and enterprise GIS continuity.

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

This product/service ensures the continued availability and support of the Esri software and related capabilities that have been utilized by the County since 1991. Esri is the sole manufacturer and authorized provider of maintenance, updates, and technical support for its proprietary software. No other vendors are authorized to provide these services.

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

Esri is the exclusive provider of maintenance and support services for its proprietary GIS software products. Third parties are not authorized to provide official software updates, patches, upgrades, or manufacturer-backed technical support. Replacing the current GIS platform with an alternative system would require substantial financial investment, including procurement of new software, data migration, system configuration, integration, staff training, and validation of all GIS datasets and applications. Such a transition would result in operational disruption and potential service impacts to County departments and the public. Given the County's long-term implementation and operational reliance on the Esri platform, procuring maintenance directly from Esri is the only reasonable and responsible option.

- 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 County requires ongoing access to manufacturer-authorized software updates, security patches, technical support, and version upgrades to maintain system stability, security, and compatibility with existing applications and infrastructure. Without active maintenance, the County would be unable to receive critical updates and vendor support, which would impair daily operations, increase security risk, and negatively impact the delivery of GIS services to County departments and residents.

- g) Estimated Costs:

Three years 2026-2029 = \$1,259,422

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

- No
- Yes (Please describe)

The next contract amendment is due July 14, 2026. To avoid disruption to the existing services we must take this item to the Board of Supervisor's for approval. This will allow continued capabilities of support of County services described in the response on question 3a above.

**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.

Signed by:  
  
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 Requestors Signature

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 Date

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 Authorized Signature by Department Head

2/19/2026 | 9:28 AM PST  
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Signed by:  
  
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 Approved by Contracts/Purchasing Officer

2/19/2026 | 10:49 AM PST  
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