



COUNTY OF SOCORRO
SOLE SOURCE REQUEST & DETERMINATION FORM

The sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the **sole source request for determination** has been signed by the Agency and/or the Contractor:

I. Name of Agency: Socorro County

Agency Chief Procurement Officer: Sammie Vega-Finch

Telephone Number: 575-835-0589

II. Name of Prospective Contractor: BMI Systems Group

Address of Contractor: PO Box 6280, Chandler, AZ 85246-6280

Amount of prospective Contract: \$6,989.00 one-time fee.

Term of prospective contract: 1 year

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Socorro County is looking to purchase a fixed asset scanning software that integrates with Tyler Incode VX Fixed Asset Management Software.

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use "technical jargon;" use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The fixed asset scanning software must be able to integrate with Tyler VX Fixed Asset Inventory Process. The scanning software must be able to import and export County Assets to/from a scanning device for use in reporting inventory annually to the Socorro County Board of

Commissioners. Socorro County will require the software to be installed, tested, configured, and employees to be trained to use it.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor **the one source** capable of providing the required professional service, service, construction, or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

Socorro County currently utilizes Tyler Incode VX to issue payments to vendors and record asset and payment data, as it is a proprietary software, other companies are not able to integrate their fixed asset software into Tyler VX. Socorro County is looking to implement a fixed asset module to inventory its assets and BMI is the only software approved by Tyler Technologies for integration with their Fixed Asset Module.

- VI. Provide a detailed sufficient explanation of how the professional service, service, construction, or item(s) of tangible personal property is/are **unique and how this uniqueness is substantially related to the intended purpose of the contract.**

This software is unique in that it is the only approved software to be able to link with Tyler Technologies Fixed Asset Module.

- VII. Explain why other similar professional service, service, construction, or item(s) of tangible personal property **cannot** meet the intended purpose of the contract.

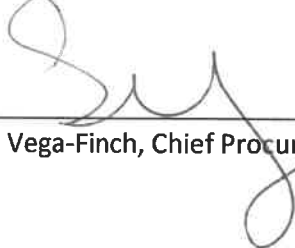
Other similar types of software cannot meet the intended purpose of the contract because they cannot integrate into Tyler Incode VX through the Inventory Process. Other fixed asset programs must be managed separately from Tyler and the data must be entered manually from Tyler into the software.

- VIII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. Include a list of business contacted (**do not state that no other businesses were contacted**), date of contact, method of contact (telephone, mail, email, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

On or around July 25, 2017 attempts were made to contact the current software company that handles Socorro County’s Fixed Asset Management Program. Calls were not returned. As Tyler Incode V.X is proprietary software, other software cannot integrate with it. In a previous sole

source for Tyler Executime Socorro County received notice that only Tyler modules could work with Tyler software. After meeting with Tyler they disclosed that they only have one approved vendor for scanning/inventory software/equipment.

Certified by:



Sammie Vega-Finch, Chief Procurement Officer

Date:

10/11/17

Agency Approval by:



Delilah Walsh, County Manager

Date:

10/11/17

If this sole source related to a procurement of general services:

1. The signature of the State Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
2. The sole source is granted as of the date of signature by the State Purchasing agent; and
3. The signature of the State Purchasing Agent on this form is the final signature required for this sole source procurement.