

CITY OF CARLSBAD SOLE SOURCE AND EMERGENCY PROCUREMENT REQUEST AND DETERMINATION FORM

A 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 Purchasing Manager. *A purchase order will not be issued and orders may not be placed until the sole source determination as been posted for a minimum of 15 days.*

I. Name of Company: LexisNexis Date: 4/18/23

Please Check One: New Sole Source Renewal of Existing Sole Source

Please Check One: Product Services Product and Services

Type of Sole Source Requested: *(Please check the one that best describes the type of Sole Source you are requesting)*

Company Sole Source (Only one company can provide the goods or services)

Brand Name Sole Source (Only this brand will serve the intended purpose or function with existing equipment or systems, including software)

Unique Professional Services (Only one company or individual can provide this service due to the creative nature of the service or custom delivery of goods or services that are unique and subject to custom design and/or fabrication.

***Please note- True Professional Services under \$60,000 in value are considered a small purchase and does not require a sole source determination.*

Proprietary Sole Source (Only this company provides this product or service and only this company can provide after sale maintenance, repairs or service agreements)

Local Sole Source (Only one company exists to provide this product or service locally and due to the nature of the purchase, it is not feasible or reasonable to obtain the product or service from non-local sources. Only one local vendor is able to respond to the need in a timely manner due to local proximity)

Amount of Purchase \$ 11,520.00

II. **Emergency Procurement Request**

DEFINITION OF EMERGENCY CONDITIONS:

An emergency condition is a situation which creates a threat to public health, welfare, safety or property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- A. the functioning of government;
- B. the preservation or protection of property; or
- C. the health or safety of any person.

Please provide a detailed explanation for why the purchase required meets the above definition of an Emergency Condition.

N/A

**** The Emergency Determination will only be in effect as long as needed to alleviate the emergency conditions. Once the emergency condition has passed, regular procurement methods and procedures must be followed.**

Amount of purchase: \$ _____

Sole Source Determination

III. 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.”)

IV. 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.***

LexisNexis provides a software program that directly correlates with Munis/Tyler for Police reporting along with LERMS.

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

VI. Provide a narrative of the due diligence used in determining the basis for the procurement, including a review of available sources and include Include a list of businesses contacted (**do not state that no other businesses were contacted**), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, provide the goods or services; or an explanation of why the department has determined that no businesses other than the prospective contractor can provide the goods or services requested.

The Carlsbad Police Department utilizes LexisNexis in other areas of police reporting.

Certified by:

Date: 04/26/2023

 # A137

Department Director

APPROVED:

Date: 5-12-23



Chief Procurement Officer

Authority to Proceed

- 1) the signature of the CPO 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 CPO on this form is the final signature required for this sole source procurement.



Carlsbad Police Department
602 West Mermod Street
Carlsbad, NM 88220

April 6, 2023

RE: Sole Source Letter for Carlsbad Police Department

Dear Chief Williams,

The LexisNexis® Desk Officer Reporting System (“DORS”) is the wholly owned, intellectual property of LexisNexis Coplogic™ Solutions Inc. (“LexisNexis”). LexisNexis is the sole source for DORS licenses, ongoing support and maintenance services. DORS is able to interface with the Records Management Systems (RMS) vendors of most law enforcement agencies, including Tyler New World LERMS.

Designed for law enforcement, DORS automates the reporting process for incidents occurring within a law enforcement agency’s jurisdiction. DORS collects and gathers information from a wide variety of report types – such as minor vehicle accidents and other incident reports – from members of the general public (“Users”). All reports filed using DORS can be automatically imported into most records management systems, with accurate and appropriate UCR and NIBRS compliant coding. DORS also has the ability to provide a separate secure filing area and login to allow agency-designated personnel such as loss prevention officers, to file dynamically created agency report types (e.g., shoplifting report).

DORS was created with security in mind. All information submitted by Users is collected and transferred via a 128 bit encrypted SSL connection and uses the J2EE standard. An email is generated to the Users once the report has been submitted. The system does not rely on cookies or User permissions. DORS issues a temporary report number to the Users and places the temporary report into an administrative holding area for review and modification by the appropriate administrator within your department. The administrator logs into the system via a 128 bit encrypted SSL connection to approve, reject, edit or print reports as appropriate. Rejecting a report deletes it from the system and sends an appropriate email to the User. Approving the report issues an official case number that is pulled from an upper-block of reserved case numbers, places it in a queue to be exported to your designated records management systems, and sends an appropriate email to the user. DORS also allows agency administrators to download and print approved reports.

To the best of our knowledge, DORS is the only online reporting solution with the *Report Merge* functionality – a process that actively monitors inbound reports for possible duplicates or supplements, and enables the agency reviewer to either merge the report as a supplement, mark as a duplicate or continue as an original.

DORS is configurable and gives the agency the ability to allow citizens to choose from several languages including English, Spanish, and Simplified Chinese. DORS also has the ability to include additional languages at the agency’s discretion.

STANDARD



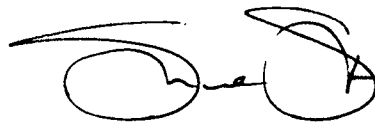
There is currently no other off the shelf solution on the market that provides the exact same features, configurability, capabilities, and security framework as DORS. DORS and related services are not available from any other vendor.

If you have any questions or require additional information, please do not hesitate to contact Danny Aultman or me directly. Danny Aultman can be reached by phone at 740-417-5135 or via email at Danny.Aultman@LexisNexisRisk.com.

Respectfully,



Jason LaRue
Associate Vice President
317-201-9546 (direct)
Jason.LaRue@lexisnexisrisk.com



#A137
04/26/2023