

Village of Orland Park
Sole Source Request Form

Required for Purchases \$5,000 - \$24,999

Department Finance

Date 8/18/2025

Division (if applicable) _____

Description of Good/Service Municipal Advisory Services

Manufacturer or Supplier PMA

Dollar Amount Per Proposal

Co-op Purchasing Contract # _____

Have Adequate Funds Been Budgeted For This Purchase? Yes ☒

No ☐

Account number(s) _____

Option 1 - Sole Source Justification

A Sole Source Purchase is available from only one supplier and must meet at least one of the following criteria (check the appropriate box):

- | | |
|--|---|
| <input type="checkbox"/> One-of-a-Kind | The commodity or service has no competitive product alternatives available on the market. |
| <input type="checkbox"/> Compatibility | The commodity or service must match existing brand of equipment for compatibility. |
| <input type="checkbox"/> Replacement Part | The commodity is a replacement part for a specific brand of existing equipment. |
| <input checked="" type="checkbox"/> Operation Continuity | The commodity or service is needed to maintain operational continuity. |
| <input type="checkbox"/> Unique Design | The commodity or service must meet physical design or quality requirements. |
| <input type="checkbox"/> Delivery Date | Only one supplier can meet necessary delivery requirements. |
| <input type="checkbox"/> Emergency | <u>PER VILLAGE CODE 1-16-3 (E)</u> : URGENT NEED for the item or service does not permit soliciting competitive bids. |
| <input type="checkbox"/> Other | _____ |

Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source

PMA Securities has a highly qualified team that has advised the Village on issuing new debt, refunding existing debt, and developing a long-term financing plan since 2020. The 2024 bond issuance was postponed and will now be combined with the 2025 issuance and since PMA has the knowledge and history of these bonds, the Village wants to continue services with PMA to prevent additional delays.

Price Reasonableness

I determined that the price is reasonable for one of the following reasons:

☐ Relevant documentation attached

- | |
|--|
| <input checked="" type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar services. |
| <input type="checkbox"/> I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments. |
| <input type="checkbox"/> I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry. |
| <input checked="" type="checkbox"/> Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts. |
| <input type="checkbox"/> The price is set by law or regulations. |
| <input type="checkbox"/> Market research reveals that same or similar goods or services are available for a similar price. |

Option 2 - Joint or Cooperative Purchasing

Purchase through Cooperative Purchasing (attach contract documentation)

- | | |
|---|--|
| <input type="checkbox"/> <u>State of Illinois Joint Purchase Program</u> | <input type="checkbox"/> <u>Omnia Partners - Public Sector</u> |
| <input type="checkbox"/> <u>NWMC/Suburban Purchasing Cooperative</u> | <input type="checkbox"/> <u>National Intergovernmental Purchasing Alliance</u> |
| <input type="checkbox"/> <u>The GSA Schedules</u> | <input type="checkbox"/> <u>The National Cooperative Purchasing Alliance</u> |
| <input type="checkbox"/> <u>Sourcewell</u> | <input type="checkbox"/> <u>HGACBuy</u> |
| <input type="checkbox"/> <u>Nat'l Association of State Procurement Officials (NASPO) ValuePoint</u> | <input type="checkbox"/> <u>Municipal Partnering Initiative (MPI)</u> |
| <input type="checkbox"/> <u>Choice Partners Cooperative</u> | <input type="checkbox"/> <u>Midwestern Higher Education Compact</u> |
| <input type="checkbox"/> <u>The Interlocal Purchasing System (TIPS)</u> | <input type="checkbox"/> <u>National Purchasing Partners (NPPGov)</u> |
| <input type="checkbox"/> <u>Purchasing Cooperative of America</u> | <input type="checkbox"/> <u>1Government Procurement Alliance (1GPA)</u> |
| <input type="checkbox"/> <u>Good Buy Purchasing Cooperative</u> | <input type="checkbox"/> <u>National BuyBoard (BuyBoard)</u> |
| | <input type="checkbox"/> Other: _____ |

Requested By:

Staff Contact Name
Brandi Watson

Signature

Brandi Watson

Date

8/8/2025

Department Head
Chris Frankenfeld

[Signature]

8/8/25

Did legal review Terms & Conditions from vendor, if applicable?

☒ Yes ☐ No ☐ N/A

Have you received a CRT summary from the Risk Manager?

☒ Yes ☐ No ☐ N/A