Village of Orland Park

Sole Source Request Form

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

Department: Information Technology

Date: 12/19/2024

Division (if applicable):

Description of Good/Service: DataGard - 3 year contract

Manufacturer or Supplier: ThinkGard

Dollar Amount: $150,544.80

Co-op Purchasing Contract #: 220105

Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐

Account number(s): 1004000-442620 IT SERVICES - $50,181.60/year

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):

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

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

Price Reasonableness

I determined that the price is reasonable for one of the following reasons: ☐ Relevant documentation attached

- ☐ I compared the proposed price to prices I previously paid for the same or similar services.
- ☐ I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.
- ☐ I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry.
- ☐ Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.
- ☐ The price is set by law or regulations.
- ☐ 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)

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

Requested By:

	Name	Signature	Date
Staff Contact	Patsy Tracy	Patricia Tracy — Digitally signed by Patricia Tracy Date: 2024.12.20 13:19:26 -06'00'	12/20/2024
Department Head	Thaddeus Spencer	Thaddeus Spencer — Digitally signed by Thaddeus Spencer Date: 2024.12.20 14:28:15 -06'00'	12/20/2024

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

This form is to be attached to the contract or purchase requisition.