

**Village of Orland Park**  
**Sole Source Request Form**  
 Required for Purchases \$5,000 - \$24,999

Department Finance

Date 12/11/2024

Division (if applicable) \_\_\_\_\_

Description of Good/Service Auditing Preparation Services - Audit Years 2023 and 2024

Manufacturer or Supplier Middle America Government Consulting, Inc.

Dollar Amount 108,160.00

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):

- 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**

Bob's extensive qualifications and familiarity with the Village's processes and systems make him a valuable asset in efficiently advancing the 2023 and 2024 audits. Retaining his services will help avoid further delays and ensure continuity given the critical knowledge he brings to the process.

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)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">State of Illinois Joint Purchase Program</a></li> <li><input type="checkbox"/> <a href="#">NWMC/Suburban Purchasing Cooperative</a></li> <li><input type="checkbox"/> <a href="#">The GSA Schedules</a></li> <li><input type="checkbox"/> <a href="#">Sourcewell</a></li> <li><input type="checkbox"/> <a href="#">Nat'l Association of State Procurement Officials (NASPO) ValuePoint</a></li> <li><input type="checkbox"/> <a href="#">Choice Partners Cooperative</a></li> <li><input type="checkbox"/> <a href="#">The Interlocal Purchasing System (TIPS)</a></li> <li><input type="checkbox"/> <a href="#">Purchasing Cooperative of America</a></li> <li><input type="checkbox"/> <a href="#">Good Buy Purchasing Cooperative</a></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Omnia Partners - Public Sector</a></li> <li><input type="checkbox"/> <a href="#">National Intergovernmental Purchasing Alliance</a></li> <li><input type="checkbox"/> <a href="#">The National Cooperative Purchasing Alliance</a></li> <li><input type="checkbox"/> <a href="#">HGACBuy</a></li> <li><input type="checkbox"/> <a href="#">Municipal Partnering Initiative (MPI)</a></li> <li><input type="checkbox"/> <a href="#">Midwestern Higher Education Compact</a></li> <li><input type="checkbox"/> <a href="#">National Purchasing Partners (NPPGov)</a></li> <li><input type="checkbox"/> <a href="#">1Government Procurement Alliance (1GPA)</a></li> <li><input type="checkbox"/> <a href="#">National BuyBoard (BuyBoard)</a></li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|---|---|

**Requested By:**

| Name                           | Signature   | Date       |
|--------------------------------|---|------------|
| Staff Contact<br>Brandi Watson |  | 12/11/2024 |

|                                       |  |          |
|---------------------------------------|--|----------|
| Department Head<br>Chris Frankenfield |  | 12/11/24 |
|---------------------------------------|--|----------|

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