Village of Orland Park

Sole Source Request Form

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

Department: Police

Date: 3/27/2026

Division (if applicable): Investigations

Description of Good/Service: Nighthawk

Manufacturer or Supplier: Leads Online

Dollar Amount: 32,918.10

Co-op Purchasing Contract #: _____

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

Account number(s): 1005010-442620

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

Our personnel have specialized training with this product and this product will continue operational continuity within the Investigations Division. We already use this product and have two existing licenses.

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	Commander Scott Lefko	Cmdr. Scott Lefko	3/27/2026
Department Head	Chief Eric Rossi		3/27/2026

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.

Revised 11/22/2024