

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

Department Police Department Date 4/25/2024
Division (if applicable) Administration
Description of Good/Service Mental Health Screenings for Sworn Personnel SAFE-T Act
Manufacturer or Supplier V&R Behavioral Health Services (2yr Contract, \$10,500.00ea yr)
Dollar Amount \$21,000.00
Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐
Account number(s) 1005000-429500

Section 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 | 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

We have used them the last two years. See attached for more details.

Price Reasonableness

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

☐ Relevant documentation attached

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| ☐ 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. |

Section 2 - Purchasing Authorization - (Section 1 of this form must be completed)

Purchase through Cooperative Purchasing (attach contract documentation)

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

Approvals

Name	Signature	Date
Staff Contact David Ziolkowski, Commander		4/25/2024
Department Head Eric Rossi, Chief of Police		4/25/24
Finance Director/ Procurement Officer Kevin Wachtel		
Village Manger George Koczwarra		

Justification for Sole Source

1. As the co-owner of V & R Behavioral Health Services (V&R), Dr. Vaselakos would personally oversee all screening of officers and the operation of the program. Dr. Vaselakos has a diverse clinical background in forensic psychology and interchange between law enforcement and mental health.
2. Our practice is currently and has treated many police officers, (including many OPPD officers) for a wide range of clinical and work-related issues. This includes completing many fitness for duty evaluations over the years.
3. Dr. Vaselakos personally has provided training on stress and stress management for police departments including last year's training at the OPPD. V & R has also conducted training for area departments on mental health /mental illness, and on how to detect mental health issues in the field.
4. V & R is ideally located right next to the OPPD at 700 Ravinia Place.
5. V & R has been in practice providing mental health services in Orland Park since 1998.
6. V & R has a unique training in which a local police officer is completing his clinical training for his MSW with us by developing a Police Peer Supportive Counseling Group.
7. V & R is committed to providing the most effective mental health services by meeting officers on all three shifts to minimize any disruption in the daily operations of the department.
8. V & R will be providing the same service to other local police departments.
9. V & R has the ability to provide both male and female therapists to conduct screening.
10. We have relied on V & R to conduct all of the health screenings of the Orland Park Police officers, for the previous two years, which much success.