



A Tradition of Stewardship  
A Commitment to Service

# Sole Source Vendor Justification

Please check all applicable categories and provide explanation.

Date: 12/6/2024  
Vendor's Name: TPX Communications  
Item(s) being purchased: Digital SDWAN SIP Phone Service

- One-of-a-kind Only known manufacturer of this product.
- No Substitute The requested product has unique design/performance specification or quality requirements which are essential to department operations and not available in comparable products.
- Compatibility The requested product is an integral repair part or accessory compatible with existing equipment and the item/service can be obtained from only one vendor.
- Software Upgrade Upgrade to existing software. Available only from the producer of this software.
- Inadequate Competition After solicitation of a number of sources, competition is determined inadequate (record of source contacts attached).
- Special Training The requested product is one with which staff have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.
- Other Please explain below.

**Please provide explanation as to why vendor is the only one able to provide the requested goods:**

The digital phone service used by the County required a custom designed setup and TPX is the only vendor that provides the services/equipment that will allow for continued use of the established configuration.

Completed by: James Ernest Department: Communications

## Policy

For items over \$999.99, a minimum of three quotes is normally required. On occasion, a purchase in this informal range can be made only through one vendor in which case it becomes a "sole source" purchase. In this instance, the Purchasing Division must have justification for bypassing the normal competitive process. To qualify as a "sole source" purchase one of the above criteria must be met.