



City of Houston
Finance-Strategic Procurement Division

Sole Source Justification

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| General Information | Date: 3/30/2016 |
| Department: HITS | Phone No. 832-393 - 0082 |
| Contact Name: Tina Carkhuff | Email: Tina.Carkhuff@houston.tx.gov |

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| Vendor Information | Requisition No. |
| Name: AT&T Corp. | Purchase Order No. |
| Address: One AT&T Way Bedminster, NJ 07921 | Contract No. 4600010277 |

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| Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. |
| The City has been using Telesoft to provide telecom expense management for all cellular, landline and circuit billing. Telesoft allows for the electronic billing, payment and audit of services so that paper billing is reduced. Telesoft was installed in 2013 and is in use today. |

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| Type. Please select one of the options and explain below. |
| <input checked="" type="checkbox"/> XX Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input checked="" type="checkbox"/> X Only economically feasible source Other: _____ |
| Explanation: Why is this product or service the only one that would satisfy the requirement(s)? While there are other providers that can be used for Telecom Expense Management, Telesoft is the software that is in place today and is being used by HITS and Finance to order, procure, audit and pay for services. An RFP would be required for a new vendor but changing vendors would result in significant change to the environment, not to mention to staff due to the need to transfer bills to a new system and then to learn the new system. |

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| Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source. |
| HITS describes this purchase as a single source. |

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| Department Recommendation | |
| Requestor: Tina Carkhuff | Date: 4/5/16 |
| Department Director or designee: [Signature] | Date: 4/5/16 |

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| Chief Procurement Officer's or designee Approval | |
| Signature: [Signature] | Date: 4/5/2016 |