



**City of Houston
Finance-Strategic Procurement Division**

Sole Source Justification

General Information	Date: 2/23/2017
Department: Neighborhoods/1100	Phone No.: 832.393.1009
Contact Name: Andrea Jackson	Email: andrea.jackson@houstontx.gov

Vendor Information	Requisition No.:
Name: Frost Bank	Purchase Order No.: 4500242222
Address: 100 West Houston Street/ T-16 San Antonio, TX 78205	Contract No.: N/A

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and the location where the services or goods will be delivered. Please also identify the annual cost of this good or service.

The LegalEase service allows the Department of Neighborhoods to authorize direct payments to Harris County for filing of liens on behalf of the Department of Neighborhoods.

Type. Please select one of the options and explain below.

- Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability

Other: _____

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Frost Bank is the sole provider of the LegalEase Payment System. It is owned, maintained, and exclusively offered by Frost Bank.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

The LegalEase account is listed as an acceptable form of payment for the Harris County Clerk's Office.

Department Recommendation	
Requestor: <i>[Signature]</i>	Date: 2/23/2017
Department Director: <i>[Signature]</i>	Date: 2/23/17

Chief Procurement Officer's Approval	
Signature: <i>[Signature]</i>	Date: 4/26/17