



City of San Luis Obispo

Justification Form

Sole Source

Archer Street, LLC

It is the policy of the City of San Luis Obispo to solicit quotations or bids for purchases of commodities or services for specified dollar amounts and to select vendors on a competitive basis (See City of San Luis Obispo Financial Management Manual, Section 201, Exhibit 201-B).

Pursuant to San Luis Obispo Municipal Code Chapter 3.24.060, certain acquisitions in which the products or services may only be obtained from a single source may be purchased without engaging in bidding procedures. Such Sole Source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process and approved by the approving authority before such a purchase is made.

- 1. What product or service is being requested? Why is it necessary?** The request is for Oracle ERP senior project management services for the planning and implementation of the Motion Enterprise Resource Planning Project. This service is necessary to provide the resource for project charters, project plans and the setup of a governance structure, identification of critical issues, analysis of necessary work efforts, and coordination with vendors.
- 2. Is this “brand” of product or services offered the only one that meets the City’s requirements? If yes, what is unique about the product/services?** No
- 3. Is the product or service proprietary, or is it available from various dealers? Have you verified this?**
The service is not proprietary
- 4. Have other products/vendors been considered? If yes, which? And how did they fail to meet the City’s requirements?** Yes, the City ran a recruitment for a project manager with a successful candidate.
- 5. Is the purchase an upgrade or addition to an existing system or brand of products adopted citywide? If so, will purchase of this product avoid “switching” costs as opposed to purchasing another product or service (e.g., additional training required; data conversion; implementation of a new system; etc.)? No**
- 6. Is this a request for services by a contractor with necessary, unique, and critical knowledge of established City systems or programs? If so, will the use of the contractor’s services avoid other costs (e.g., significant staff time in compiling information, data transfers, etc.)?** Yes, the City has been working with Archer LLC since November 2020 on a limited basis for project management. During this time, Archer LLC has been engaged and has knowledge of the Motion ERP project and staff.

- 7. What is the quoted price for the product or services, and is it reasonable (based on other products or services in the same field or based on historical pricing for the City for similar products or services)?** The quoted price is \$100/hour and is reasonable based on historical pricing for similar services.

Josh Erquiaga, Network Services Supervisor
Requester

Dan Clancy/s/
Dan Clancy, Purchasing Analyst

2/26/2021
Date