

Sole Source/Sole Brand Justification Form

Complete this form when only one source is available for goods or services requested or when only one product will meet your needs. Respond to all questions that apply. Please complete and forward it to the Purchasing Department, along with Sole Source letter provided by vendor. If more space is needed, please attach additional page(s).

PURCHASE INFORMATION

1. Provide Estimated Price.

\$73,000

2. Provide name, manufacturer, and model number of item being purchased or the services to be purchased.

International Code Council, Inc.

3. Provide Description of requested items or services and their purpose(s). Add additional sheet if needed.

6 training classes for 400 participants on the International Swimming Pool and Spa Code, plus a hard copy of the 2018 ISPSC or digital access to all ICC-created codes for each participant.

4. Reason(s) for requesting a sole source purchase:

- Original manufacturer or provider.
- Only known item or service matching the requested needs or performing the intended task.

5. Explain why the product or service requested is the only one that can satisfy your requirements.

This training is based on the International Swimming Pool and Spa Code, which was created by the vendor. No other contractor was found that can match the level of competence, understanding, and familiarity with this code. The training has also been customized for this region and audience; no other training was found that offers that customization. All participants will also be offered either a hard copy of the 2018 ISPSC or digital access to all ICC building codes; no other vendor can offer digital access to all ICC building codes. The award of a contract through a competitive process is unfeasible.

6. Identify other sources reviewed and why they are unacceptable. Be specific with regard to specifications.

Attach additional pages if necessary.

- **Educational Leverage, LLC—Is not customized to Texas, cannot offer digital access to all ICC building codes.**
 - **PHTA International Swimming Pool & Spa Code Demystified—Is not customized to Texas, does not include either a hard copy of the ISPSC or digital access to all ICC building codes.**
 - **No other training classes were found that offer a complete review of the ISPSC.**
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I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary purchase.

Meagan Merrill
Print/Type Name

Program Manager
Print/Type Title
09/05/2024

NS
Department
817-427-6650

Department Director's Signature

Date

Telephone Number

PURCHASING USE ONLY

Approved by: _____
Purchasing Manager (or designee)

Date: _____