

City of North Richland Hills Sole Source/Sole Brand Justification Form

INSTRUCTIONS FOR JUSTIFICATION FORM

1. Form to be used along with Departmental Purchase Requisition. It is used for the purchase of products/services that are only available from one source.
2. Preparation of the form:
 - a. Assign corresponding Departmental Purchase Requisition number.
 - b. Provide Estimated Price.
 - c. Provide name, manufacturer and model number of item being purchased or the services to be purchased.
 - d. Provide description of requested items or services.
 - e. Select reason for Sole Source/Sole Brand purchase.
 - f. Indicate an explanation of the need for the sole-source (part/parts of the specifications which restrict the purchase to one product, manufacturer or provider).
 - g. Indicate the reason competing products or services are not satisfactory. Attach supporting documentation for the sole source justification.
 - h. Obtain appropriate authorized signatures.
 - i. Submit the form and supporting documentation to the Purchasing Office.

NOTE: Prior to committing a Purchase Order for the product or service, the justification must be reviewed and approved by the Purchasing Manager or his/her designee.

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.

Approximately \$120,000 annually in credit card fees; \$8,114 for credit card terminals

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

Xplor Pay credit card processing services and credit card terminals (PAX A80S and PAX A920Pro).

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

Credit card processing services compatible with Gatemaster Technology.

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

- Original manufacturer or provider.
- Only local distributor for the original manufacturer or provider.
- Only known item or service matching the requested needs or performing the intended task.
- Sole provider of a licensed or patented good or service.
- Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- Sole provider or factory-authorized warranty service.
- None of the above applies (Please attach a detailed explanation and justification for this sole source request.)

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

Xplor Pay is the only credit card processing service compatible with Gatemaster's implementation of 3D Secure for card-not-present transactions online. 3D Secure reduces online fraud by requiring e-commerce customers to complete a card verification process at the time of purchase. This shifts liability from the merchant to the card issuer.

6. Identify other sources reviewed and why they are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

No other credit card processors integrated with Gatemaster has 3D Secure functionality.

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.

Bryon Bustamante

Print/Type Name: **Adrien Pekurney**
Digitally signed by Adrien Pekurney
Date: 2026.02.16 15:51:31 -06'00'
Department Director's Signature

Assistant General Manager

Print/Type Title: **02/16/2026**
Date

PARD/NRH20

Department: **817-427-6605**
Telephone Number

PURCHASING USE ONLY

Approved by: **Charles Benson**

Purchasing Manager (or designee)

Date: **2/27/2026**