

Department: University Relations

Req. #: \_\_\_\_\_

Total Amount: \$7,873.99

Note: This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant and clearly understandable.

### SOLE SOURCE JUSTIFICATION

Per Florida Polytechnic University Purchasing guidelines, the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Note: Sole Source means that the item/service is unique and that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

A. **Sole Source Vendor Company Name:** Libris by PhotoShelter

Contact Person: John Jacapraro

Address: 33 Union SW W FL 2 New York, NY 10002-3214

Telephone: 212-206-0808 ext. 3322 Fax: \_\_\_\_\_ Email: jacapraro@photoshelter.com

B. **Describe in lay language, what the item/service is and how it is to be used.**

See page 3 for detailed information.

C. **What feature or special condition of this purchase is unique and cannot be obtained from any other source?**

See page 3 for detailed information.

D. **Is this product being purchased directly from the manufacturer?**  Yes  No

If No, is it available from more than one dealer?

If Yes, it is available from more than one dealer, why can this item not be bid? See page 3.

E. **Prior to submitting this requisition, did you investigate other possible sources?**

If Yes: 1) Did you obtain quotes from the other sources?

Yes  No If Yes, attach copies.

2) Is this Vendor's price lower than the other sources?

Yes  No If No, justify additional cost

F. **Other Sole Source comments or explanations.**

I / We, the undersigned, certify the above to be true and correct to the best of my / our knowledge and belief and the user and / or undersigned does not have a financial interest in the above named vendor.

DEPARTMENT APPROVAL	PROCUREMENT APPROVAL
I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University criteria and would withstand any audit or vendor protest. <u>xMaggie Mariucci</u> <u>7/1/22</u> Principal/Department Head Signature Date	This acquisition is approved as a non-competitive purchase.  <u>Andrea Cashell</u> <u>7/06/22; 11:00 AM</u> Purchasing Coordinator Signature Date
FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3) SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDING.	_____ Procurement Authorized Signature Date

## Sole Source Justification (Continued)

Please use the following sections to continue documentation if needed.

F. Continued:

**B. Describe in lay language, what the item/service is and how it is to be used.**

This is a digital asset management system used to store all high-quality university photos and other digital assets and make accessible to the university community.

**C. What feature or special condition of this purchase is unique and cannot be obtained from any other source?**

The library is branded and set-up with IT for the website currently and this is a renewal. We are very happy with the product and the service and it is well used across the university community and by reporters and others who are looking for photos of the university for websites and publications across the US. Changing vendors for this service would cost at least \$5,000 and take 6 months of staff time and resources. We did extensive research to find this vendor and feel they offer a better product than anyone else on the market at this time.

**D. Is this product being purchased directly from the manufacturer?**

Yes. This is a proprietary product and isn't available from anyone else.

**E. Prior to submitting this requisition, did you investigate other possible sources?**

N/A. This is the only vendor with the product.