

AGENDA REQUEST FORM

Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232

Prepared by:
D. Garent / K. White

Department: Auditor / Purchasing

Requested Agenda Date: FEB 22 2022

Presenting: K. White

Document Title:

Board of County Commissioners Record Assigned

047-2022

APPROVED FOR AGENDA:

Consent Regular
Board of County Commissioners Determined

Sole source software purchase - DebtBook

Action Requested: *Check Applicable Box*

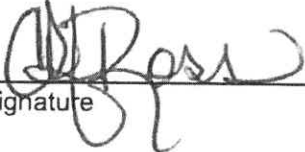
PASS RESOLUTION EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT
 ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:
n/a

Background Information:
Yakima County Auditor's office manages Lease and Debt Contracts for the County. DebtBook's Debt and Lease Management software is needed to provide a solution to maintain full GASB-87 compliant services in the County Auditor's Office.

Summary & Recommendation:
Resolution to make a sole source software purchase from DebtBook

Motion:

Department Head/ Elected Official

Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial _____

Late Agenda Requests Require BOCC Chairman Signature:

**BOARD OF YAKIMA COUNTY COMMISSIONERS
RESOLUTION**

**IN THE MATTER OF AUTHORIZING
YAKIMA COUNTY PURCHASING
DEPARTMENT TO MAKE A SOLE
SOURCE SOFTWARE PURCHASE FROM
DEBTBOOK**

047-2022

WHEREAS, R.C.W. 39.04.280 provides for the exemption from the competitive bidding requirements and

WHEREAS; competitive bidding requirements may be waived by the governing body of the municipality for purchase that are clearly and legitimately limited to a single source of supplier purchases involving systems software; and

WHEREAS; Yakima County requires Debt and Lease Management software to maintain full GASB-87 complaint services; and

WHEREAS; it has come to the attention of the Board that a request for sole source purchase from DebtBook is justified and necessary; **now therefore**;

BE IT HEREBY RESOLVED by the Board of Yakima County Commissioners that bidding requirement be, and hereby is, waived pursuant to R.C.W. 39.04.280 and that DebtBook is authorized as a sole source vendor for this purchase.

DONE FEB 22 2022

Attest:

Julie Lawrence, Clerk of the Board *or*
Linda Kay O'Hara, Deputy Clerk of the Board

Amanda McKinney, Chairman

Ron Anderson, Commissioner

LaDon Linde Commissioner
*Constituting the Board of County Commissioners
for Yakima County, Washington*



Yakima County, WA

Yakima County, WA
128 N 2nd Street
Yakima, WA 98901
US

David Garent
Director of Accounting
david.garent@co.yakima.wa.us

Reference: 20211217-104330455
Quote created: December 17, 2021
Quote expires: January 16, 2022
Quote created by: Kal Kadah
Regional Sales Director
kal.kadah@debtbook.com

Products & Services

Item & Description	Quantity	Unit Price	Total
Implementation Charge: Tier 3 This covers the cost of our full-service implementation process for your organization.	1	\$0.00	\$0.00
Subscription Charge: Tier 3 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	\$15,000.00 / year	\$15,000.00 / year for 3 years

Subtotals

Annual subtotal \$15,000.00

Total \$15,000.00

Questions? Contact me



Kal Kadah
Regional Sales Director
kal.kadah@debtbook.com

DebtBook



YAKIMA COUNTY SINGLE - SOLE SOURCE JUSTIFICATION

Name:	David Garent	Department:	Yakima County Auditor's Office
Phone:	(509) 574-1312	Requisition #:	NA
Vendor Name:	DebtBook	Cost Estimate:	\$ 15,000.00
Vendor Address:		Vendor Phone:	
Vendor Contact:		Vendor Website:	
		Vendor Email:	

1. Describe the product, services or system to be purchased:

DebtBook Software

2. Is the product, service or system available from more than one source?(If no, attach documentation to support the screening process used) Yes No

3. Is this a one-time purchase? (If no, please explain) Yes No

Initial software purchase, then recurring license fee

4. Explain the level of effort performed to ensure the County received the lowest price.

5. Are federal funds being used for the purchase? (If yes, explain) Yes No

6. Check the appropriate boxes below to determine eligibility:

Compatibility to existing County standard or to existing equipment, inventory, systems, data, programs, or service. Describe:

Vendor proprietary product (attach patent documentation)

Only authorized service provider, repair and /or warranty. (attach manufacturer's statement)

Unique design: Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Describe:

Delivery Date: Only one supplier can meet required delivery date. Describe why the delivery date is critical and list level of effort to find other sources to meet the delivery date.

Special market conditions: Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and would be sold before the County would have an opportunity to complete the bidding process (e.g. flood, natural disaster, etc.)

Other. Describe



**YAKIMA COUNTY
SINGLE - SOLE SOURCE
JUSTIFICATION**

STATEMENT OF NEED:

My division's recommendation for single or sole source is based upon an objective review of the product, service or system requested and appears to be in the best interest of the County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. My personal familiarity with the brand(s), types of equipment, materials or firms have not been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Approved by:

Date: 2-10-22

Requestor

A handwritten signature in black ink, appearing to be "D. S. B.", written over a horizontal line.

Division Manager

Department Head

A handwritten signature in black ink, appearing to be "C. H. S.", written over a horizontal line.

Recommendation by Purchasing Manager

Kristine White

Digitally signed by Kristine White
Date: 2022.02.09 15:54:43 -08'00'

Executive

NOTICE OF INTENT TO SOLE SOURCE

Yakima County intends to establish a sole source contract with DebtBook to provide Debt and Lease Management software for the Yakima County Auditor's Office.

Firms who believe they can compete for this requirement are required to submit a brief statement of their intent to compete via email to kristine.white@co.yakima.wa.us by 02/23/2022.

Yakima County does not guarantee that firms responding to this notice will be rendered a request to tender an offer for this procurement. In addition, Yakima County does not guarantee that any solicitation will occur for this procurement but reserves the right to solicit proposals.

Dated this 9th Day of February 2022.

Kristine White, Purchasing Manager

PUBLISH: Yakima Herald Republic - Bill to:

Yakima County Purchasing
128 North 2nd Street, 2nd Floor
Yakima, Washington 98901