

Date Received

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information


Department:	Org Code:	
04-Treasurer/Tax Collector	0410000/0420000	
Contact Name:	Subobject:	User Code:
Karen E. Coleman / Julia Tate		
Telephone:	Fax:	
x5819 / x5832		


Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
RT Lawrence Corporation	7740 Painter Ave Suite 100
Contact Name:	
Bernadette Padilla	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$115,653.03	bernadette.padilla@rtlawrence.com
Telephone:	Fax:

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

RT Lawrence (RTL) Contract #8397 provides a three year maintenance support for the existing equipment and software through March 2027. The current OPEX Scanner, computer and extractor are at end of life. This system is critical to the Treasurer-Tax Collector's Office and is the only vendor integrated with Megabyte, the property tax system. Procurement Policy C-17, Section 3.4 (3) Exemptions from Competitive Bidding, that the continuation of RTL products and services is exempt from competitive bidding, as competitive bidding would produce no economic benefit to the County, Section 3.4 (2) (e) the procurement is for goods where standardization is beneficial for reason including maintenance, repair, training and interoperability, and Section 3.4 (2) (f) Sole Source, that the procurement is for goods where the continuity of providers will provide efficiency or critical knowledge.

Department Head: 
Signature

Purchasing Agent: 
Michele Weimer (Dec 20, 2024 11:16 PST)
Signature

Board of Supervisors:
Date:
Item:

P&C Assignment:
Assigned To:
Date:

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

RFP 17-575-003 only had one bid submitted. On October 11, 2016 the Board of Supervisors awarded the RFP to the sole qualified proposer, RTL. The current contract #8397 is good through March 2027. This is proprietary software and hardware for remittance processing equipment that requires an expert from the company to provide maintenance for the software and hardware.

2. Provide the background of events leading to this acquisition.

The Opex Falcon Red and Opex Model 72 Extractor have reached end of life and need to be upgraded. The equipment allows timely processing of property tax payments and submitting all checks deposited to the Treasury in a timely and efficient manner.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

This automated system is fully integrated with Megabyte and allows the department to work at optimal efficiency to record payments received and to archive images of the related documents for online and in-house viewing.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

If the equipment is not upgraded it would lead to a delay in processing property tax payments and the checks received through Treasury on a daily basis.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

The RTL system is fully integrated with Megabyte. Megabyte reported not being aware of any other remittance processing systems that work with Megabyte. RTL was the sole company to respond to the RFP. A review of the master bidders list for #17-575-003 shows that TransCentra is permanently closed and National Payment Solutions hung up on the call when asked about remittance processing.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

The pricing is valid to December 21, 2024 and represents a 5% savings and provides a trade-in discount for the existing scanner.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

The fact that RTL is the only provider that is integrated with Megabyte provides cost savings.






RTL Machine - Single-Source 2025 KC Signed

Final Audit Report

2024-12-20

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"RTL Machine - Single-Source 2025 KC Signed" History

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