

JUSTIFICATION TO WAIVE THE COMPETITIVE PROCUREMENT PROCESS
(IAW Purchasing Admin Code Section 3.583(2))

OVERVIEW:

On rare occasions there may be a need to purchase goods or services from one vendor/contractor without a formal bid or requesting competitive quotes. PCD will advise when a particular competitive review process may both serve the County better and/or be required by governing law. These requests should not be made unless they are appropriately justified to meet legal requirements and can withstand a possible audit.

To process a Sole/Single Source requisition through purchasing, PCD encourages you to review the criteria necessary for Sole/Single Source determination. If you feel your request meets such criteria, follow the instructions in filling out the form and attach it to your requisition. The request will be reviewed by PCD.

Note: Dealer competition for a Sole Source manufacture does not qualify as competitive procurement specifications.

SOLE SOURCE PURCHASING:

The only existing source that meets the needs of the User Department as determined by a thorough analysis of the marketplace and is supported by compliance with the appropriate information, as stated in Section 60, Title L-8 of the County Manager's Policies.

SINGLE SOURCE PURCHASING

The one source among others that, for justifiable reason, is found to be most advantageous for the purpose of the procurement and is supported by compliance with the appropriate information, as stated in Section 60, Title L-8 of the County Manager's Policies.

Determination Checklist

1. Is the commodity/service necessary to accomplish the task or mission?
Yes ☒ No ☐
2. Is the commodity/service the only item that will produce the desired results or possess a unique performance capability? Yes ☒ No ☐
3. Is the commodity/service available from only one source of supply?
Yes ☒ No ☐
4. If the commodity or service is available from more than one vendor, but due to extreme circumstances, is the vendor the only one suited to provide the goods/services? Yes ☐ No ☒

**Seminole County
Purchasing and Contracts Division**

☐ **SINGLE SOURCE**

☒ **SOLE SOURCE**

Note: Single/Sole Source Requests are not maintained as a standing request. Each request is for a one-time purchase unless approved by the Board of County Commissioners (BCC). Please indicate in the check box below:

☐ **SINGLE** one-time purchase only

☒ **PROCEED** BCC approval

Requestor: Joe Alcala Phone No.: 407-665-1111 Date: 10/09/2025

Department: Information Technology Division: _____

Description of Item/Services: Electronic Warrant Software

1. Please indicate the following:

Procurement: ☐ Goods

☒ Services

TECHNOLOGY ☐ Reviewed and approved by IT:

Douglas Baker _____ or Carlos Vazquez C-V
Initial Initial

CC: Clint Patterson & Jeff Leveroni

2. Vendor Information (Attached Completed W-9):

Vendor Name: CloudGavel LLC

Address: 8733 Siegen Lane, Suite 147 City: Baton Rouge State: LA

Phone Number: 1 (866) 297-5155 Fax: (____) _____

Contact Person: Casey Roussel Title: President/CCO

E-Mail Address: casey.roussel@cloudgavel.com

3. Provide a description of the goods/services to be purchased and why waiving the competitive process is necessary.

a) Why were product and/or vendor chosen?

a. This product was chosen based on what we were looking for Originally we had looked at the State warrant system. But they shuttered that. Cloud Gavel was chosen because it had all of the hallmarks for the items we were looking for:

- i. Cloud Based
- ii. Can manage and administer the complete lifecycle of warrants
- iii. Was able to segregate each specific areas (SO, SAO, Judicial, Clerk) during the warrants life cycle so that communication and proper management would go up and risk due to errors would decrease
- iv. Cost

b) What are the unique performance features of the product/brand requested that are not available in any other product/brand?

For Services: what unique qualifications, rights, and licenses does the vendor possess to qualify as a Sole Source/Single Source/request?

- a. Cloud Based and works across all the areas during the life cycle of a warrant
- b. For the cost, they agreed to cover the entire County. Other vendors we talked to did not.
- c. Agreed that the SO would be their Lead Agency for CJIS compliance

c) Conduct and provide a Cost Benefits Analysis that supports paying a non-competitive price:

ITEMS (d – h) REQUIRED FOR SINGLE SOURCE REQUEST

d) Why are these specific features/qualifications required?

e) What other products/services have been examined and/or rejected?

f) Why other sources providing like goods or services are considered unacceptable (please give a full meaningful explanation)?

g) What are the unique performance features REQUIRED (not merely preferred), and how would your requirement be inhibited without this precise item or service?

h) How will your mission/operation be impacted if the County does not purchase the particular item/service? Please explain.

I hereby certify that:

1. I am an approved department representative and am aware of the County's requirements for competitive bidding, as well as the criteria for justification for Sole/Single Source purchasing.
2. I have documented the required technical information and have made a concerted effort to review comparable equipment/service.
3. The information contained herein is complete and accurate.
4. A Sole/Single Source purchase in this case would withstand a possible audit or a vendor's protest.
5. I am aware of F.S. 838.22 as to compliance with Bid Tampering.

Requestor's Name - print	Signature	Date
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Requesting Division Manager - Print (Required for purchases <\$50K)	Signature	Date
Joseph W Alcala	<small>Digitally signed by Joseph W Alcala Date: 2025.10.13 19:22:07 -04'00</small> Joseph W Alcala	

Requesting Department Director - Print (Required for purchases >\$50K)	Signature	Date
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Purchasing and Contracts Division Determination:

Supervisor	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval	Date: _____
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Manager	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Disapproval	Date: 12/22/2025
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BCC Date, if applicable: _____

Comments:

Purchase Order No.: _____ Amount of Purchase: \$ _____

Revised 05/2024