

### SOLE SOURCE PURCHASE REPORT

To: Purchasing Officer

From: German Andrade

Date: September 1, 2021

1. Name and address and contact information of supplier:  
**ETAP, Jeremy Pangilinan, Sales Engineer, 17 Goodyear, Irvine, CA 92618, 949-900-1080**
2. Goods and/or services to be purchased:  
**Electrical Engineering Power Systems Modeling Software**
3. Estimated total dollar amount of expenditures pursuant to this request: **\$37,000.00**
4. Term for which goods and/or services will be purchased pursuant to this request (mark only the option which applies):
  - a.  \_\_\_\_\_ Years/Months/Weeks/Days (circle one)
  - b.  This is a one-time sole source purchase, to be completed within this fiscal year.
5. Identify the specific circumstances that require a sole source purchase of the goods and/or services requested:
  - a. Brief description of the purpose of the goods or services to be purchased:  
  
**The ETAP electrical engineering software will be used to model the WA low and medium voltage power distribution systems to troubleshoot outages, and verify any additions, modifications, or plan future expansions. Carollo Engineers is using the ETAP software for power Arc-Flash hazard analysis power studies throughout the WA. With this ETAP purchase, the WA will be able to use the base case deliverables of these power studies to make the updates required every 5 years.**
  - b. Reasons for need of goods and/or services from the specific supplier. Any one reason, by itself, does not necessarily justify a sole source purchase (mark all that apply):
    - i.  A diligent inquiry failed to identify any source for the same or similar goods and/or services that will substantially accomplish the same or similar functions to those provided by the source identified above. If so, identify which of the following steps were taken to establish a good-faith review of available alternative sources and provide written justification verifying the actions below were taken (mark all that apply):
      1.  Contacted various suppliers of similar goods to discuss alternative options;
      2.  Performed product research for potential alternative sources;

## SOLE SOURCE PURCHASE REPORT

3.  Consulted with subject matter experts to identify potential alternative sources;
4.  Other (specifically describe any actions taken, attach additional sheets if necessary):

(Inability to locate other sources via internet search will not suffice as acceptable due diligence.)

- ii.  The goods and/or services offered are unique or proprietary in form, fit, and function. If so, describe the unique or proprietary qualities of the goods and/or services; if available, provide documentation of their unique or proprietary nature, e.g. evidence of patent/copyright/secret processes/limited rights in data (attach additional sheets if necessary):

**ETAP is the same software and is compatible with the power systems deliverables from Carollo Engineers for the WA power studies.**

- iii.  Use of goods and/or services from sources other than an Original Equipment Manufacturer will require substantial modification to equipment or systems currently in use, resulting in substantial duplication in cost to the Water Authority that is not expected to be recovered through competition and/or unacceptable delays in fulfilling the Water Authority's requirements. If so, describe the modifications, potential costs, and/or delays associated with making substitute goods and/or services compatible with current equipment or systems (attach additional sheets if necessary):
- iv.  The procurement requires a specific supplier of goods or services. If so, identify one or more of the following reasons and provide written justification verifying that the statement below is true:
  1.  Limited availability of goods or services;
  2.  Proven quality, accuracy, and/or dependability;
  3.  Compatibility considerations;
  4.  Safety considerations;
  5.  Warranty issues or guarantee of parts performance;
  6.  During the system design process, several alternatives were evaluated and the current proprietary process was selected;
  7.  Other (specifically describe any other reasons, attach additional sheets if necessary):
- v.  The goods and/or services cannot be purchased by the Water Authority from any other supplier, e.g. the supplier has a protected territory established by the original producer of the goods or services. If so, attach written documentation from the original producer verifying the availability of sources for goods and/or services.

6. Describe the reasons the purchase is in the public's interest (attach additional sheets if necessary):

**The ETAP electrical engineering software will help to evaluate the WA power distribution system to maintain a high level of reliability, to provide uninterrupted power to the WA's Ground Water, Surface Water, and Reclamation Plant Facilities.**

**SOLE SOURCE PURCHASE REPORT**

- 7. Attach negotiated cost or fee schedule, as applicable, along with evidence confirming that the price is most advantageous to the Water Authority.

Requirement:

At least fifteen days before a sole source contract is awarded, the Central Purchasing Office shall post this notice of intent to award any sole source contracts for goods, services, or construction, on its website.

Any qualified potential contractor may protest an intent to award a sole source procurement to the Central Purchasing Office. The protest shall be submitted in writing within fifteen calendar days of the notice of intent to award a contract being posted by the Central Purchasing Office.

The signature below certifies that this justification is accurate and complete to the best knowledge and belief of the individuals signing:

Requestor's Signature:



\_\_\_\_\_  
Title: Chief Engineer

\_\_\_\_\_  
Date 09-01-2021

Signature Acknowledgement from the Division Manager:

  
\_\_\_\_\_  
Division Manager

09/01/2021  
\_\_\_\_\_  
Date

Review and Verification by Purchasing Officer:

  
\_\_\_\_\_  
Purchasing Officer

9/1/2021  
\_\_\_\_\_  
Date