

City of San Bernardino
Finance Department, Purchasing Division
JUSTIFICATION OF SINGLE/SOLE SOURCE REQUEST

ITEM Description: Animakerspace **DATE:** 8/29/24

Name of Vendor: Garner Holt Education through Imagination

Select Source:

☒ **Sole Source:** Item is manufactured and/or only distributed by one vendor.

☐ **Single Source:** Item is available from several vendors, but item is the only one that will work.

Please answer all questions in detail, in order to prevent delays in the evaluation. Please do not provide one sentence answers. If any additional pages are needed to answer all questions, please attach all pages to this document.

1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid). Please enter answer below:

For the idea to come to fruition, the provider must deliver a comprehensive package that includes equipment, installation, and, most importantly, staff training and curriculum development. The vendor is well-versed in the programmatic needs of our community and understands the specific curriculum required for the Library staff to effectively implement the federal program. Additionally, the vendor's offering includes patented technologies that are uniquely suited to our needs, justifying why this acquisition is restricted to this specific goods, services, and supplier through a sole-source procurement.

2. Describe the uniqueness of the purchase (why was the good/service/supplier chosen?) Please enter the answer below:

The vendor offers a uniquely tailored combination of makerspace equipment and animatronic technologies, alongside proprietary educational materials, which sets them apart from other providers. The animatronics, teaching resources, and corresponding lesson plans are exclusive to this vendor, making their offering one-of-a-kind. Additionally, the equipment, furniture, and capital resources are custom-packaged and integrated specifically to fit our available space, ensuring a seamless and efficient implementation. Due to the proprietary nature of these technologies and materials, as well as the vendor's specialized approach to meeting our unique needs, this acquisition is best suited for sole-source procurement.

3. What are the consequences of not purchasing the good/service or contracting with the proposed supplier?

If the City does not contract with this specific vendor, it risks losing the ability to develop and deliver the extensive training, lesson plans, and project guides required to meet federal program guidelines. No other provider can offer the same level of expertise and resources tailored to these specific needs. Additionally, the City would forfeit the opportunity to collaborate with a local vendor based in Redlands, which would provide essential technical assistance, training, and maintenance in close proximity. This local support is crucial for the Library staff's success in implementing the program, making this vendor the only viable choice for ensuring the program's effectiveness.

4. What market research was conducted to substantiate the single source, including evaluation of other items considered?

If the City does not contract with the proposed supplier, it risks not obtaining a comprehensive solution that integrates curriculum, professional education, and animatronics specifically designed for library facilities. Online research revealed that no other provider offers a complete training package that addresses the programmatic needs for facilitating programs and providing technical assistance to disproportionately impacted small businesses, as well as supporting business planning and marketing with makerspace equipment and software. Additionally, alternative options, such as the contract awarded to Garner Holt Education through Imagination in San Bernardino County, also utilized a sole-source procurement, underscoring the unique nature of the proposed supplier's offering. Without this specific vendor, the City would not be able to achieve the same level of program integration and localized support, which are critical for the program's success.

5. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (I.E. Compared to vendor's previous or current offer to the city or to another agency/company – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition)

The price offered was determined to be fair and reasonable based on a comparison of direct resale prices with retail prices from other makerspace vendors, including STEMfinity and 1st Makerspace. This analysis involved evaluating the costs of similar equipment and services to ensure that the quoted prices align with market rates. Additionally, pricing for Animakerspace robotics and curriculum specifically for small businesses could not be found from other sources, as these services are exclusively provided by Garner Holt Education through Imagination. This exclusivity further supports the justification for the sole-source procurement, as no alternative pricing or comparable options were available.

6. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Acquiring goods and services from Garner Holt Education through Imagination offers cost savings by avoiding retail markup costs. As a direct reseller from the manufacturer, Garner Holt Education provides bundled pricing that eliminates higher retail markups, resulting in a more cost-effective solution. This approach justifies the sole-source procurement.

Edward R. Erjavek

8/29/24

1. Department Head Signature

Date

2. Jeannie Fortune
(Up to \$50,000)

8/29/2024

Date

Approved ☐ Not Approved ☐

Interim Director of Finance Signature

Purchasing Manager Justification: _____

3. Over \$100,000 – must be submitted for City Council Approval with the Purchasing Manager in concurrence.