



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
 Phone: 775-684-0170 | Fax: 775-684-0188

Purchasing Use Only:	
Approval#:	2606050

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED - INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to <u>ONLY</u> the contact(s) listed below:		
	ENTER YOUR STATE AGENCY NAME:	Nevada Attorney General's Office	
	<i>Contact Name and Title</i>	<i>Phone Number</i>	<i>Email Address</i>
	Thomas W. Sanchez – ISO	(702)486-3771	TWSanchez@ag.nv.gov
	Christine Thorson – Administrative Svcs. Officer I	(775)684-1211	AGAcctContracts@ag.nv.gov

1b	Vendor Information:	
	Vendor Name:	Sophus Consulting, Inc.
	Contact Name:	Angela Reeves – Business Operations Manager
	Complete Address: City, State, and Zip Code	2795 E. Bidwell St., Suite 100-166, Folsom, CA 95630
	Telephone Number:	(916)970-7350
	Email Address:	AReves@sophusconsulting.com

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	X
	Professional Service Exemption:	

1d	Contract Information:			
	Is this a new Contract? Check One:	Yes:	X	No:
	If 'No' Enter Amendment Number:	#		
	Enter CETS Number:	#		

1e	Term:				
	One (1) Time Purchase? Check One:	Yes:	X	No:	
	Contract:	Start Date:	Upon Approval	End Date:	6/30/2027

1f	Funding:	
	State Appropriated:	
	Federal Funds:	
	Grant Funds:	
	Other (Explain):	Leg Approved E311 - AGCAP

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1g	Total Estimated Value of <u>this</u> Service Contract, Amendment or Purchase:
	\$30,996.00

2	Provide a description of work/services to be performed or services with goods to be purchased:
	<i>We will be paying Sophus Consulting to UPGRADE our current ProLaw legal case management system (which is owned by Elite) to ProLaw v31.x or higher, migrating our current system and databases to four new virtual servers, also hosted by GTO. Sophus is simply providing consulting services for the upgrade. Sophus will not be providing support for the software beyond the 126 hours needed for them to upgrade the system. The 126 hours of consulting services that they are providing will include testing, tracking and resolving issues, and implementing new features, which will include the ProLaw Web Suite, Groupware Email agent, SSRS, and a test environment. Their engagement will last 126 hours, maximum, and the upgrade/project is expected to be completed within a matter of weeks. To conform to the cost which was previously legislatively approved (\$31,200), Sophus has agreed to remove certain redundancies in their proposal (which will be performed by OAG IT staff), thus reducing the cost to \$30,996. There is no expected end-of-life to the ProLaw platform, but this contract is not for the ProLaw system, itself; it is for consulting services to upgrade the existing system.</i>

3	What are the unique features/qualifications required for these services/services with goods that are not available from any other vendor?
	<i>Thomson Reuters, who owned the product until 2023, sold it to Elite. As a result, most of the engineers with deep knowledge of the product left the company, and its support is now outsourced overseas. Many of the former Thomson Reuters engineers now work for Sophus. If the engineers who currently work for Sophus leave in the future, we may have to resort to finding another case management platform.</i>

4	Explain why these services/services with goods cannot be competitively bid and why this purchase is economically only available from a single source:
	<i>ProLaw is a unique and complex product, and our instance (which has been customized over the past 25 years) is tailored to the specific needs of our office. The product is very specialized, and the upgrade requires special skills and foundational product knowledge which other vendors do not possess. Use of this vendor will ensure a successful upgrade to a critical system. Due to the highly-specialized and customized nature of the ProLaw legal case management system, it cannot be supported by a current CORE module.</i>

5	Were alternative services or commodities evaluated?	Check One:	
		Yes	No
		X	
	a. <i>If yes, what were they and why were they unacceptable? Please be specific about features, characteristics, requirements, capabilities and compatibility.</i>		
	<i>The product is very specialized, and the upgrade requires special skills and foundational product knowledge which other vendors would not possess. If a new case management is required in the future, it will require extensive planning, project management, and funding approval to move forward.</i>		
b. <i>If not, why were alternatives not evaluated?</i>			

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6	Has the agency purchased these services/services with goods in the past? Check One:				Yes	No
	<p><i>NOTE: To avoid delays or your request being rejected, if your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL PREVIOUS WAIVERS MUST ACCOMPANY THIS REQUEST.</i></p> <p>a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for these services/services with goods, the following information must be provided along with the CETS contract number(s) associated with each:</i></p>					X
Term		Value	Short Description	Provide Type of Procurement RFP#, RFQ#, Waiver #	CETS #	
Start Date	End Date					
		\$				
		\$				
		\$				
		\$				
		\$				

7	What are the potential consequences to the State if the waiver request is denied and the services/services with goods is competitively bid?
	<p><i>Our current ProLaw 2020.1 system is out of support. If it dies, Elite's ProLaw Support division will not provide any assistance to us under our existing licensing agreement and does not include technical expertise for upgrades. The OAG would be required to pay an hourly consulting fee, with no guarantee that the system could be fixed. This system has many specialized pieces which require deep understanding of the product. It would be nearly impossible for any other vendor to learn the product, how it functions, and what is needed to perform the upgrade.</i></p>

8	What efforts were made or conducted to substantiate there is no competition for the services/services with goods and to ensure the price for this purchase is fair and reasonable?
	<p><i>The technical staff that would have done the upgrade with the original owner of the software is now staffed overseas and they do not have current staffing levels to provide this service. SOPHUS is the only vendor we could find that has the expertise and staffing levels to complete the upgrade.</i></p>

9	Will this purchase obligate the State to this vendor for future purchases? Check One:	Yes	No
	<p><i>NOTE: Selecting "NO" indicates the agency will not submit future waivers for this Vendor, for this service.</i></p> <p>a. <i>If yes, please provide details regarding future obligations or needs.</i></p>		X

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By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct. Signatures are required from the agency representatives indicated below. NOTE: The same individual cannot provide approval signatures in both sections.

Christine Thorson

Signature of Agency Representative Initiating Request

Christine Thorson

6/24/2026

Print Name of Agency Representative Initiating Request

Date

John Dekoekkoek

Signature of Agency Head Authorizing Request

John Dekoekkoek

06/24/2026

Print Name of Agency Head Authorizing Request

Date

FOR PURCHASING USE ONLY – PLEASE NOTE: *In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided.*

Name of agency or entity who provided information or review:

Representative Providing Review

Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150 or NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 333.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns, please contact Cindy Stoeffler at 775-684-0173 or email at cstoeffler@admin.nv.gov.

NOTE: If this box is checked, the agency must include the TIE approval or approval update as an attachment in CETS.

This signature does not exempt your agency from any other processes that may be required.

Approved by:

William J...

Administrator, Purchasing Division or Designee

06.24.2026

Date