

Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

Sole Source Justification Form - Part I

Section I - General Information

Department/Bureau/Section:

Need Identified Date: Supply/Service Need By Date:

Project Title:

Vendor:

Provide a description of the supplies or services required:

Value: Value of Initial Term, this Change Order or Amendment:

Will this Sole Source amend a Professional or Artistic Services contract? Yes No

*Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Type:

Section II - Proposed Term

One-Time Purchase Term Contract

Estimated Contract Begin Date:

Estimated Contract End Date:

Number of Potential Renewals:

Length of Each Renewal in Months:

Total Value of All Renewals:

If a Term Contract, does the term, including renewals, exceed 12 months? Yes No

Section III - Funding Source

Select the type of funding to be used (Check all that apply): State Appropriate Funds Federal Funds Other (Explain):

Section IV - Sole Source Justification

This purchase is economically only available from a single source **primarily** because it is: (If "Other" explain in one sentence)

Are there secondary justification(s) for this sole source? Yes No

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Section V - Purchase History

Has the Agency or University Purchased these supplies or services in the past? Yes No

Term	Term From	Term To	Value	Description	Contract Number	Type
1	Jul 1, 2015	Jun 30, 2025	2,500,000	EDP consulting services	36019N6009	RFP
2	Jul 1, 2025	Jun 30, 2026	150,000	EDP consulting services	36019N2604	Sole Source
3						
4						
5						
6						
7						
8						
9						
10						

If more than 10, or if other comments, explain:

Section VI - Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:

EDP consulting services to increase match rates for the debt recovery program. The Illinois Comptroller's Office receives a large number of submitted records from local governments per year. These records are run against this vendor's identity management and tracking services to find potential matches in the submitted records against individual record databases. There is a successive pass for successful matches through an append process which returns requested information helpful for identification.

2. Provide a list and describe in detail the specifications required to satisfy the need:

Match Rate Enhancement services for Debt Recovery and IT Support for Local Government.

3. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements?

The process of replacing this vendor cannot be accomplished quickly or easily and would require additional funding and staff resources for training. Replacement would require new development skills training and testing that would disrupt current process timelines and critical business processes. It would require a full commitment of staff resources to complete and at this time those resources are assigned to other critical IOC business projects. Converting to a new vendor at this time would be disruptive to the IOC departments (i.e. - State accounting, information technology, debt recovery and computer operations) and the participating local governments as it would pause or delay the exchange of information that results in collecting payments.

4. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific quantifiable factors/qualifications:

The vendor parses out individual records by running the files through a service which matches against individual record databases. The successful matches undergo an additional pass through in the service append process and returns additional requested information. The unmatched records run through an additional record review to increase the number of successful matches. The match threshold is configurable with a high default confidence.

5. Has the Agency or University considered alternative supplies or services to satisfy their need? Yes No

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5a. If no, why weren't alternatives evaluated?

IOC is responsible for ensuring that business environments and processes remain stable and reliable. To ensure the stability and reliability, IOC must continue to procure reliable and efficient support services to ensure continuity for the agency's business processes. The IOC and the vendor have carefully created the infrastructure and cadence to exchange large amounts of information without disrupting daily payment processes. The IOC relies heavily on an efficient business eco-system to maintain and enhance the IOC's processes. This service must be utilized until such time the service provided is no longer practical and cost effective for the IOC.

6. Are there resellers or distributors?

Yes No N/A

7. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

A determination that the price was fair and reasonable was based on previous cost, usage of this service and the number of transactions as well as the cost savings associated with minimizing a potential disruption to business processes.

8. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?

Yes No

9. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?

There would be a lack of support which could cause disruption in the collection of substantial State Revenues. Moreover, the process of replacing this vendor cannot be accomplished quickly or easily and would require additional funding and staff resources for training. It would involve changes to business processes and methodologies to achieve the same goal. It would require a full commitment of staff resources to complete. Converting to a new vendor for this service presently would not be considered to be a good expenditure of taxpayer dollars at this time.

10. Is there any additional information you would like to add to justify this sole source?

No.

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Section VII

Requesting Department Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative Digitally signed by Andy Peterson
Date: 2026.06.16 13:56:09 -05'00' Phone Number Date

Printed Name E-mail Address

State Agency Bureau/Division Head or University Purchasing Director Approval and Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed. (All prior form fields will lock once this e-signature is completed)

Agency Bureau/Division Head or University Purchasing Director and Not a Designee Digitally signed by Josh Downen
Date: 2026.06.16 15:02:45 -05'00' Phone Number Date

Printed Name E-mail Address

SPO Approval and Signature Required

- I have reviewed and understand the contents of this Sole Source Justification and agree with the State Agency or University determination.
- I have reviewed and understand the contents of this Sole Source Justification and do not agree with the State Agency or University determination. As a result, the State Agency or University must explore other sourcing methods to satisfy their need.

State Purchasing Officer Signature Phone Number Date

Printed Name E-mail Address

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Sole Source Justification Form - Part II

Section I - General Information

Project Title

Vendor

Initial Date of Procurement Bulletin Posting

Was a Sole Source hearing held per 30 ILCS 500/20-25?

Yes - Complete Section II and III below (Section II will only be visible when this option is selected)

No - Section II not required, go to Section III below

Section III - CPO Approval and Signature Required

Based on my review, I authorize the Agency/University to proceed in accordance with the published Notice referenced above.

Based upon my review, I authorize the Agency/University to proceed with the following Changes.

Based on my review, the Agency/University is not authorized to proceed with this sole source as presented and my recommendation is that it be cancelled.

Other

CPO Signature

CPO Phone

Printed Name

Date

CPO E-mail