



**NOTICE OF INTENT TO DECLARE SINGLE SOURCE PROVIDER No. 201605-342**

**ORIGINATING OFFICE:** Auditor’s Office, Taney County Missouri  
**PERSON(S) REQUESTING:** Rick Findley, Taney County Auditor  
**CONTACT PHONE :** 417-546-7287  
**DATE RELEASED:** Monday May 2, 2016  
**DEADLINE / DISCUSSION DATE:** Monday May 23, 2016 @ 9:30 AM (or after)  
**DISCUSSION LOCATION:** Taney County Commission Hearing Room  
 132 David Street Forsyth, Missouri 65653

Any/all discussions concerning this process to declare Sole Source will be held in front of the Taney County Commission, on above date & time. Interested parties as well as the public in general are welcome. A final determination to declare will be made shortly thereafter in lieu of, or lack thereof, alternatives being presented.

Vendor Name	Steward Consulting Incorporated
Vendor Address	4605 E. 91 <sup>st</sup> Street, Tulsa, Ok 74137
Vendor Phone	918-299-7514
Service Description	Maintaining Workgroup Accounting Software Sage100 Advanced, Biznet Software & Crystal Reports for Sage.
Estimated Cost	Appox./but not limited to: \$4,500.00

The following is a list of questions answered as thoroughly as possible regarding this sole source notice. This is a formal document for submission to the County Commission as well as released on the county website announced through multiple newspaper notices.

1. Please check all that apply as the reason(s) for this sole request:
  - ✓ Only Known Source-Similar service not available from another vendor.
  - ✓ Equipment or service must be compatible with existing Equipment.  
 Immediate purchase necessary to correct situation threatening life/property.  
 Lease Purchase - Exercise purchase option on lease.  
 Medical device or supply specified by physician.  
 Used Equipment .
  - ✓ Other. (Below required services currently in place may not all be unique but cannot be delayed or interrupted.)
    - 1.1 Installation of upgrades to System or Taxes
    - 1.2 Training
    - 1.3 “Aatrix” Efiling or Reports
    - 1.4 Annual Maintenance
    - 1.5 BizInsight
    - 1.6 BizBroadcast
  
2. Describe the unique features/compatibility of the service that precludes competitive bidding. *Maintain Systems and various report writer assistance as listed and have a working knowledge of Governmental Accounting.*
  
3. What research has been done to verify this vendor as the only known source? *We are not aware of any other Consulting firms that can maintain our system as a whole.*
  
4. Does this vendor have any distributors or dealers that sell their service to others? *No.*

SSP#201605-342 Workgroup Accounting Software (Sage 100)

5. Must this service be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain. *Yes, they must be Sage certified to maintain and Service the system and reporting programs that we have that integrate with the system.*
6. Once this declaration is approved, what additional upgrades, additions, or supplies is anticipated or projected over the useful life of this product? *Maintenance of our current reporting systems is now required.*
7. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? *Competitive bid in 1997 and later was declared a sole source vendor (Virtual Management Concepts)*
8. What additional, related, sole source purchases have occurred since the initial purchase? *Upgraded to Sage 100 advanced, BizNet Software, Crystal Reporting*
9. How has this service been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers. *Sole Source.*
10. What are the consequences of not securing this specific service? *Extensive increase in cost to the county, possible state statue violations due to not being capable of providing requested information within set timeframes required by law. Jeopardy of losing all current levels of operational efficiency resulting in lost time, money, and fewer completed services for the residents of Taney County.*
11. Additional reasons supporting the purchase of this service. *Extensive increase in cost to the county, possible RSMo. Violations due to not being capable of providing requested information within set timeframes required by law, Jeopardy of losing all current levels of operational efficiency resulting in lost time, money, and fewer completed services for the residents of Taney County.*
12. How long is sole source approval necessary for this type of purchase? *Ongoing or until an alternate source appears / becomes available at which a bid may be let out.*

NOTE: If any possible viable competition has been established resulting from responses received during this process that meets / exceeds ALL requirements as set forth within this document please circle "YES" here and attach details in writing to this SSP. Otherwise a motion will be made by the Taney County Commission to finalize this declaration by a signature below designating listed Vendor on page 1, as a "Single Feasible Sole Source" available to provide those said services, and products, listed within this SSP as well as within any necessary or required approved contracts that may follow...

Commission Approval:

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Signature

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Date