

**CONFIRE****NON-COMPETITIVE PROCUREMENT JUSTIFICATION FORM**

Department: CONFIRE MIS		Date: 7/21/2026	
Supplier: CENTRAL SQUARE			
Description of item:		19 CAD License/Subscriptions that cover from 9/1/26 - 3/31/28	
Total Cost: \$135,375.00		<u>If Purchase is Over \$25,000 Per Vendor in a Fiscal Year:</u> Department will complete form and attach it along with copies of all bid and quote information.	
Justification (Select That Applies)			
Product		Service	
☐ Equipment/System		☒ Existing Agreement	
☐ Compatibility		☐ Reimbursement to Owner	
☐ Functional Specifications		☐ Specialized Credentials/ Expertise/ Training	
☐ Manufacturer/Publisher-Direct			
☐ Only Authorized Dealer			
		☐ Cooperative Purchase	
		☐ Emergency/Life or Property	
		☐ Theft Mitigation	
		☐ Timing Constraint	
		☐ Government Mandated/Legal Requirement	
		☐ Proprietary	
		☐ Sole Source/Single Source	
Please provide a detailed explanation for the Justification selected above.			
We are purchasing additional CAD licenses from Central Square because we have an existing			
agreement with them, and they are the sole manufacturer of the software.			
Submitted By:		Signature	Print Name
			Renan Mamaril
Fiscal:			Damian Parson
Director:			Nathan Cooke
Admin Chair:			

Incomplete forms may result in Kissflow document being rejected

Justification Definitions for Non-Competitive Purchases

P R O D U C T	Equipment/system compatibility – Equipment or system has same compatibility, interoperability, technical application as that currently owned by CONFIRE JPA. May be a situation where the vendor has specific knowledge of the system, CONFIRE JPA premises, operations or requirements. May result in reduced expenses for training/maintenance and added efficiency. changing would require significant additional funding or training of staff. Department may be asked to specify a definitive period of time after which a competitive process will be initiated. <u>Examples: software; keycard access; fire alarm/security systems.</u> Functional specifications – Meets performance and quality requirements; other products lack one or more of the required material specifications. Manufacturer/publisher-direct – Has no distributor network or is less costly than purchasing through a distributor. Only authorized distributor – No other manufacturer-authorized distributor in geographical area can provide product.
S E R V I C E	Existing agreement – Essential in maintaining continuity of service. There is a significant cost benefit to CONFIRE JPA to stay with the vendor. <u>Example: To include new agencies in an ongoing contract.</u> Reimbursement to owner – County reimbursing owner for service or product (provided by third party) paid for by owner pursuant to agreement. <u>Example: For employee hours spent as CONFIRE Liaison</u> Specialized credentials/expertise/training (replaces specialized services) – Meets requirements for certification, credentials, experience, expertise, training as requested.
O T H E R	Cooperative Purchase – Purchase made through cooperative purchasing website approved by The Board of Directors. Emergency/life or property threat mitigation - A purchase for: (i) the preservation of life or property, or (ii) if the Purchasing Agent or any assistant authorized to make purchases is not immediately available and the service, item or items, are immediately necessary for continued operation of the entity and undue delay would cause substantial loss to CONFIRE JPA. Timing constraints – Compelling urgency; only vendor that can commit to delivery schedule of product/project/service. Departments are required to show that failure to meet such deadline will cause additional expense to CONFIRE JPA or jeopardize public health or safety. Government mandated/legal requirement – Mandated by local, state, county, or federal agency with jurisdiction. Proprietary item – Used, made or marketed by one having the exclusive legal right (patented, licensed, copyrighted, etc.) Sole source/Single source – Only one provider/supplier exists to fulfill CONFIRE JPA requirement.