



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
The WIN-CAMS software system was specifically designed by Cascade Software Systems to accommodate the reporting requirements of the Annual Road Report that is submitted to the State Controller's Office
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Cascade Software Systems, Inc. - Aad Alkemade, President - 541.343.9160  
PO Box 10723, Eugene, OR 97440 - aad@cascadesotwaresystems.com
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
The total initial cost is \$181,767.40 including extra services of \$25,000 per year. The five year maximum for the contract is \$307,468.45
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
Cascade Software Systems is the only vendor to accommodate the reporting requirements of the annual Road Report
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - When the contract is with a federal, state, or local governmental agency.
  - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
  - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
The annual Road Report presented to the State Controller's Office each year requires detailed cost accounting records to accommodate tracking of project costs by cost centers. PeopleSoft does not currently provide the level of detail required.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
Cascade Software Systems is the only vendor to accommodate the reporting requirements of the annual Road Report. WIN-CAMS is currently being used by 43 of 58 Counties in California. The State Controller's Office (SCO) has stated that WIN-CAMS fully meets the SCO Accounting Standards and Procedures for Counties manual requirements as it provides accurate use of project costing as well as clearing accounts.

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Requested By:

PWP-Business  
Manager

Title

[\[Sign\]](#) Double click!

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

stwhite 11/9/2016 9:53:15 AM

Department Head Signature

[\[Sign\]](#) Double click!

gcornuelle 11/15/2016 12:05:37 PM

Purchasing Manager Signature

[\[Sign\]](#) Double click!