



## Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.

ParcelQuest provides access to recorded documents of this and other Counties for the purpose of assets search in collection efforts.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

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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.

This agreement is for a zero-dollar amount, with an initial three-year term plus two optional one-year extensions.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

ParcelQuest is the sole provider of these services to all 58 California Counties. This data is necessary for the collection services we provide to the County

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

The Revenue Collections Unit functions as the central collections point for the entire County entity. As such, it requires access to tools which will facilitate skip tracking of debtors, via a variety of methods, the purpose of which is to make contact and/or identify assets for potential use in collection enforcement..

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

ParcelQuest is the only software available which will provide information of property held in a debtor's name in California Counties other than Fresno County. Other programs have access to personally identifying information (e.g. LexisNexis) but does not provide information on property ownership.

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Requested By:

Deputy Treasurer-Tax  
Collector

Title

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

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

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Department Head Signature

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

