



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.
The Probation Department is requesting services for Probation Services and Juvenile Detention Policy Manuals, Supplemental Manuals, and Daily Training Bulletin Services.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Lexipol LLC, Vendor #0000155556
2611 Internet Blvd., Ste. 120
Frisco, Texas 75034

Theresa Maza
Ph: 949-313-6583; e-mail:tmaza@lexipol.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 requested agreement will be for a potential 5-year contract term, with a three-year base and two optional one-year extensions. The max compensation for the three-year base will be \$223,058.40. The max comp for the first potential extension year will be \$81,908.98. The max comp for the second potential extension year will be \$86,004.51. The 5-year contract maximum is \$390,971.89.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.
Lexipol is uniquely qualified to provide Probation Services and Juvenile Detention Policy Manuals and Daily Training Bulletin services to the Fresno County Probation Department. Since 2003, their proven policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. The company has served more than 2 million public safety and government professionals in over 10,000 agencies and municipalities, and has been providing services to the Department since November 2018.
The Department's Lexipol subscription provides access to substantive copyrighted content on a proprietary, web-based knowledge management system that enables issuance of department-specific policy, captures electronic signatures for compliance, and assigns training to reinforce comprehension and application, and assists the Department with modifying the copyrighted policies to maintain compliance with California law and regulations.
5. Explain why the unique qualities and/or capabilities described above are essential to your department.
Lexipol has helped public safety agencies reduce risk and stay ahead of litigation trends, while communicating clear and concise policy guidance to their employees. Additionally, Lexipol has established a unique set of risk management tools for public safety organizations by integrating agency-specific, customized policy manuals that meet California Probation Department needs, with the Daily Training Bulletin service accessed through a web browser. The comprehensive Lexipol service is not available through any other public or private resources or organizations.
The Department is required to publish policies and procedures by SB 978, all of which the Department currently maintains and publishes through Lexipol, allowing the Department to be in compliance with the SB 978 mandate. Additionally, the Department utilizes Lexipol's copyrighted policies for Probation Services and Juvenile Detention policy manuals, and modifies them to be specific to the Department. Loss of these services would result in loss of access to the Department's current policies through Lexipol, which would result in the Department being out of compliance and would create safety issues for staff. If the Department lost these essential services through Lexipol, developing and implementing new policies would take at least twelve to sixteen months, following the procurement process. It is crucial to maintain access to Lexipol's copyrighted content and ensure continuity of these essential services for the Department.

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.

Lexipol is America's leading provider of risk management services and resources for public safety organizations, delivering its services through a unique, web-based policy development system with an integrated training component. The comprehensive Lexipol service is not available through any other public or private resources or organizations.

Please find the attached Sole Source justification letter, signed by Lexipol's Vice President and General Counsel, Jan Roos. As stated in the letter, only Lexipol offers a comprehensive policy solution that meets all department requirements and delivers mission critical compliance tools. Additionally, the Department currently utilizes Lexipol's copyrighted policies specific to California laws and regulations for Probation Departments, in order to develop Probation Services and Juvenile Detention policy manuals. Loss of access to these services would result in the Department no longer having current policies, which would create safety issues for staff and would cause the Department to be out of compliance with SB978 and other laws and regulations.

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Requested By:

Sr. Staff Analyst

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!

rblackburn 10/3/2025 2:49:33 PM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!