



CITY OF RIALTO

SOLE SOURCE/STANDARDIZATION VENDOR REQUEST


VENDOR: Park Consulting Group _____

ADDRESS: 200 Spectrum Center Drive, Suite 300, Irvine, CA 92630 _____


REQUISITION NUMBER: _____

- Standardization:** The City requires the item(s) to standardize parts, design quality, etc. (explain in more detail below).
- Sole Source:** No other items are known to exist which perform the same function.
- Proprietary:** The item is held under exclusive title, trademark or copyright by a private person or company; or a proprietary distributorship.

- 1. Describe the product/service:** Park Consulting Group provides services for all of the required client-owned activities and deliverables for Tyler Tech Enterprise Permitting & Licensing System (EPL/ EnerGov) Implementation Project, which include project implementation consulting, process analysis and documentation, system configuration, GIS setup, data conversion and mapping, custom forms/ report development, integrations support, testing facilitation, user onboarding support, and production support services.
- 2. Describe how the service is unique and/or one of a kind:** Park Consulting Group is the sole-source provider in the United States of full-service implementation services for required activities and deliverables that Tyler Tech requires their clients to own and are responsible for during Enterprise Permitting & Licensing System (EPL, EnerGov) Projects.
- 3. Is the service available from other sources?** No, all of the services required from one single vendor/ provider are not provided by any other source.
- 4. Can your requirements be modified so that competitive products or services may be used? Please explain:** No, the City has a long-term contractual commitment with Tyler Technologies for its Enterprise Permitting & Licensing (EPL) system. The services provided by Park Consulting Group are unique to implementation, configuration, and deployment of this system.
- 5. Submit a detailed memo explaining the steps taken to determine this is a sole source vendor and justify the need.** See attached memo

Requestor Signature:  Date: 10-17-24

Approvals:



Department Head



City Manager



Chief Finance Officer



Purchasing Manager



SOLE SOURCE LETTER

Date: October 9, 2024

RE: Park Consulting Group Sole Source Letter Justification for Tyler Tech EPL/ EnerGov Project Implementation Services

To Whom It May Concern:

This letter confirms that Park Consulting Group, is the sole-source provider in the United States of full-service implementation services for required activities and deliverables that Tyler Tech requires their clients to own and are responsible for during Enterprise Permitting & Licensing System (EPL, EnerGov) Projects. All EPL clients are responsible for activities and deliverables that are deemed non-Tyler Tech owned. Park Consulting Group provides services for all of these required client-owned activities and deliverables which include project consulting, process analysis and documentation, system configuration, GIS setup, data conversion and mapping, custom forms/ report development, integrations support, testing facilitation, user onboarding support, and production support services.

Additionally, the City of Rialto's EPL Project timeline has a planned Go-Live of Summer of 2025. It is estimated that hiring equivalently skilled and knowledgeable staff and/or contracting with multiple vendors to fill these roles and onboard onto the EPL system and the project would not allow the City to stay on track with the planned Go-Live date.

Park Consulting Group team members are trained as Tyler Tech Configuration Administrators and the only firm to have worked with over 40+ cities, counties, and districts to provide full-service implementation services to deploy, update, and administer their EPL Systems:

- City of Annapolis, MD
• City of Beaumont, CA
• City of Breckenridge, CO
• City of Burnaby, BC (Canada)
• City of Coral Gables, FL
• City of Costa Mesa, CA
• City of Des Moines, IA
• City of Fairfield, CA
• City of Fullerton, CA
• City of Gilroy, CA
• City of Henderson, NV
• City of La Habra, CA
• City of Laguna Beach, CA
• City of Laguna Niguel, CA
• City of Laguna Woods, CA
• City of Lake Forest, CA
• City of Manhattan Beach, CA
• City of Newport Beach, CA
• City of Palm Springs, CA
• City of Rancho Cordova, CA
• City of Rancho Mirage, CA
• City of Rialto, CA
• City of San Jacinto, CA
• City of San Luis Obispo, CA
• City of Santa Cruz, CA
• City of Sunnyvale, CA
• City of Temecula, CA
• City of Thousand Oaks, CA
• City of Tustin, CA
• City of Tucson, CA
• City of Ventura, CA
• City of Westminster, CA
• County of Athens-Clarke, GA
• County of Charles Co, MD
• County of Hawaii, HI
• County of Imperial, CA
• County of Maui, HI
• County of Yuba, CA

Thank you for providing this opportunity to work on this important project with City of Rialto. Please do not hesitate to contact me regarding any questions.

Sincerely,

Glenn Park, President
Park Consulting Group