



### Sole Source Justification Form

Complete and submit this form to the Purchasing Division when requesting exception to the competitive procurement process.

Sole source procurement refers to those purchases where there is only one supplier that can provide the product/service to the City. Please be as thorough and detailed with explanations to assist in the evaluation process.

Date:	<u>12/07/2023</u>	Division:	<u>Office of Emergency Manager</u>
Department:	<u>Fire</u>	Title:	<u>Sr. Mgmt Analyst</u>
Name:	<u>Marilene Cabanlit</u>	Vendor ID:	<u>N/A</u>
Requisition No:	<u>Y236265</u>		
Vendor Name:	<u>SANS Institute</u>		

Item Description/ Scope of Work:	Cyber Security Training: Implementing and Auditing the Critical Security Controls - In-Depth (SANS Institute) for Riverside UASI Region
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1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid, and Include consequences that would occur from not contracting with this supplier.)

SANS Institute is the only provider offering a hands on cyber security training course that is GIAC (Global Information Assurance Certification) certified. SANS has mapped the most commonly utilized cybersecurity frameworks into one comprehensive, comparative approach that enables organizations to streamline efforts and assets to properly defend their networks while meeting required standards. SANS Institute will conduct the session within 5 days. Students will specifically learn how to navigate security control requirements defined by the Center for Internet Security's (CIS) Controls (v7.1 /8.0), the NIST Cybersecurity Framework (CSF) the Cybersecurity Maturity Model Certification (CMMC), NIST SP 800-171, ISO/IEC 27000, and other frameworks into a cohesive strategy to defend their organization while complying with industry standards. 13 Hands-on Exercises.

2. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (Compare to vendor's previous or current offer to the City or to another agency/company, market research – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition). Attach back-up documentation for reference.


Attached is the course description and cost are for all those who purchase the course: \$7,215 USD plus tax

3. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier. Include consequences that would occur from not contracting with this supplier.

This is the only company for this type of GIAC cyber security training. There is a cost savings if vouchers are purchased before February 1, 2024. The cost of the course will be 40% less of the \$7215 plus tax which we can offer more students to take the course. Otherwise, the cost is the same.

**Certification of Responsibility:**

I am aware of the City of Riverside requirements for competitive bidding and the established criteria for justification of single source purchasing. As an authorized Department representative, I have gathered the required technical information and have made a concentrated effort to review comparable/equal vendors or equipment. I hereby certify the validity of the information and feel confident this justification of single source meets the City's criteria and would withstand audit or vendor protest.

  
Mark Annas (Dec 7, 2023 12:47 PST)

Signature

Date

*Michael D. Moore*

Michael D. Moore (Dec 7, 2023 15:55 PST)

Department Head

Date

*Jennifer McCoy*

01/11/2024

Purchasing Manager (Up to \$50,000)  
Over \$50,000 - Must be submitted for City Council Approval with Purchasing Manager concurrence.

Date