





**City of San Antonio  
Justification for Sole Source Purchase**

**Purchasing and  
General Services**

This questionnaire is designed to assist staff in relating information necessary for the Purchasing & General Services Department to process sole source requisitions.  
(Sole Source purchases are permissible only when goods or services are available from only ONE source. Please refer to Procurement Policy & Procedures Manual on COSAweb for complete requirements.)

**Source Details**

\*Name of Item: Desk Officer Reporting System

\*Manufacturer: Lexis Nexis

\*Model Number: N/A

Available from only one source

Available from more than one source

\*Name of Source: Lexis Nexis

\*Brief description of where or how the item(s) will be used:

The San Antonio Police Department would like to purchase the Desk Officer Reporting System (DORS). The DORS system will interface with the Records Management System (RMS) currently in place. The DORS system will provide the community with the opportunity to report incidents and offenses on-line designated by the Police Department as reportable. The San Antonio Police Department would like to purchase the DORS system from Lexis Nexis. Lexis Nexis is wholly owned, intellectual property of the Lexis Nexis Company and provisioning of license, support and maintenance services for the DORS system that is not available from any other vendor.

\*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

Currently, all incidents are reported via telephone through an Expediter and populating the reports can be a lengthy process. The new process could potentially collect 10 to 30 % of all reports and would only review those reports that have been completed with all the information by the community member who has populated each report via computer. This process would lessen the call volume for the Expeditors, decrease officer response to minor incident calls and increase officer's availability to respond to priority calls. The DORS system will also approve the reports and generate electronic copies with a convenience fee. This will reduce walk-in traffic in the unit.

\*Will the item be used in conjunction with existing equipment?

Yes

No

\*Will it be used as a component to be interfaced with existing equipment?

Yes

No

\*What is the brand and model number of existing equipment?

Records Management System

\*Will this be used as an accessory or option?

Yes

No

\*Will training be required?

Yes

No

\*Describe the training and the amount of training

(in hours, days, or months) that will be provided. 4 months on-site training; On-line Computer Based Training

\*Name other sources whose products have been evaluated and why they do not meet requirements:

N/A



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**Purchasing and  
General Services**

**Signatures**

Originator's Name: Terrence D. Williams

Date: 05-10-16

Division's Approval: [Signature]

Date: 5.10.16

Purchasing Approval: [Signature]

Date: 10/12/16



William Flint  
City of San Antonio  
IT Procurement Office

October 28, 2016

**Sole Source Information for the San Antonio Police, TX Police Department**

LexisNexis® has designed and built an Online Reporting System for Police Departments designed to gather information on non-violent, no suspect crimes from members of the general public (Users) via a 128 bit encrypted SSL connection. The Online Reporting System uses the J2EE standard. The system does not rely on cookies or user permissions. The application will issue a temporary report number to the Users and places the temporary report into an administrative holding area for review and modification by the appropriate administrator within your department. An email is generated to the Users once the report has been submitted. The administrator logs into the system via a 128 bit encrypted SSL connection to approve, reject, edit or print reports as appropriate. Rejecting a report deletes it from the system and sends an appropriate email to the citizen. Approving the report issues an official case number that is pulled from an upper-block of reserved case numbers, places it in a queue to be exported, and sends an appropriate email to the user. The administrator can download the approved report or print the report.

The program is designed to allow the dynamic creation of crime types and incidents within the administrative area. The administrative area allows for the activation of a supplemental reporting system to allow citizens to submit supplemental type reports as well as property lists to the agency. The program is distributed with the ability for the agency to allow citizens to choose several languages including English, Spanish, French, Chinese and Simplified Chinese in which to read instructions and this information is dynamically configurable. The program also allows the agencies to add additional languages of their choosing. The program provides a separate secure filing area and login to allow agency-designated personnel such as loss prevention officers etc. to login and file dynamically created agency report types, such as a shoplifting report, which do not have to be offered to the general public. The LexisNexis Desk Officer Reporting System collects UCR and NIBRS compliant data and, upon agency approval of the submitted reports, will transfer the appropriate values into your records management system (RMS).

There are currently no other off-the-shelf citizen online police reporting systems available with the ability to interface with Intergraph's InPursuit RMS, to collect incident reports from the general public and from agency designated personnel who can be provided access to reports not available to the general public, to identify potentially fraudulent reports, to identify duplicate reports, or to identify related reports (such as multi-driver accident reports or multiple reports for the same incident) that can be added as supplements to the previously filed report. No other companies providing citizen online reporting systems can provide hosting facilities that are as secure as those provided by LexisNexis®. LexisNexis® is the only vendor that can apply report sales revenue from its other products to directly offset the cost of DORS. The LexisNexis® Desk Officer Reporting System (DORS) has the ability to interface with most records management systems. DORS is the wholly owned, intellectual property of LexisNexis® and the provisioning of license, support and maintenance services for the Desk Officer Reporting System is not available from any other vendor.