# "SOLE SOURCE" PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name: __Dona Ana County Fire & Emergency Services__

1. Name of product or service: ___First Due___

2. Name of product manufacturer: ___Locality Media, INC. dba First Due___

3. Name of "sole" product supplier or service provider: Locality Media, INC. dba First Due

4. Describe in general terms the product/service you are requesting and the intended application.

Dona Ana County Fire and Emergency Services is in need of a complete software suite capable of supporting all aspects of administration and daily operations. First Due meets the need by providing a single platform that manages fire inspections, permitting and invoicing, fire investigations, both fire and EMS incident reporting, fire pre-plans, hydrant management, scheduling of both career and volunteers, personnel management, training records, daily events, asset and inventory tracking, work orders and CAD integration. First Due automatically creates pre-plans for every building in our response area including single-family residential and ensures our field personnel has the critical information they need to be delivered in a proprietary dashboard and map-based format. This allows us to consume a significant amount of custom data in seconds which helps to make better decisions in the field leading to improved incident outcomes. The system programmatically aggregates building/property information from various data sources such as our County Assessor, Building Dept. GIS, CAD, and our own RMS as well as provide a simple to use data collection and mapping tool used on any device. The community engagement component allows residents to create household life safety profiles and facility managers & commercial business owners to communicate occupancy and pre-plan data as well as be notified by SMS when units have been dispatched to their building to help assist our crews upon arrival. First Due's marketing services team creates and maintains Doña Ana County custom webpages and informational assets as well as provides at least monthly social media Community Risk Reduction content for our Fire Prevention team to push out via our social channels. Finally, the system integrates with our CAD and is customized to our planning & response SOPs/SOGs which their team is able to help document as well.

5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.

- A Pre-Incident Planning solution to collect data and create comprehensive pre-plans in the field, and even automatically create pre-plans on every structure by interfacing with data sources such as the assessor's office and the building department. First Due's solution, already being used by Dona Ana, dovetails into the occupancy and inspections modules, completing NFIRS reports easily
- A comprehensive Fire Prevention module, including customizable inspection checklists, code management, invoicing, permits, virtual inspections, integrated pre-planning, investigations, and more.
- An Incident Reporting platform with automated NFIRS and NFORS reporting.
- Best-of-breed, fully integrated Scheduling and Personnel Management with flexible shift board, time-off, call shifts, messaging, and more.
- Asset and Inventory Management with real-time insight and statistics into apparatus & equipment health, usage, and compliance, seamlessly linked to First Due Scheduling, Incident Reporting & more.
- Training Records to ensure top-notch training management and compliance.
- Connection to your CAD and integration with Target Solutions.

6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses, and other documentation).

Dona Ana Fire and Emergency Services evaluated three separate software vendors. ESO reporting, Image Trend, and First Due. First Due was the only platform that provided the desired functions in a single package.

7. What product supplier or service provider has your department used until now to satisfy similar requirements?

Dona Ana County Fire is currently utilizing multiple platforms to accomplish what First Due is capable of managing. Data is sped across multiple platforms and requires more time to access. First Due is currently providing software to the department for preplans. The department is using Emergency Reporting for fire and EMS documentation. Investigations and training are managed on two separate platforms as well.

_Signature of Department Head_        _14 July 2022_
                                              Date

Signature of Department Head                       Date

# first due

July 6, 2022

Dona Ana County Fire
1430 Portland Drive
Las Cruces, NM, 88005

**RE: First Due is the sole source for automated fire pre-plans, fire prevention, incident reporting, scheduling, personnel, CAD connection, training, and assets and inventory services for Dona Ana County Fire.**

To Whom It May Concern,

Locality Media Inc dba First Due provides end-to-end support for fire/EMS services, fulfilling the identified needs and requirements set forth by Dona Ana County Fire. **This software is exclusively owned by Locality Media, Inc. and we are the sole provider of this solution.** We offer:

- A Pre-Incident Planning solution to collect data and create comprehensive pre-plans in the field, and even automatically create pre-plans on every structure by interfacing with data sources such as the assessor's office and the building department. First Due's solution, already being used by Dona Ana, dovetails into the occupancy and inspections modules, completing NFIRS reports easily.
- A comprehensive Fire Prevention module, including customizable inspection checklists, code management, invoicing, permits, virtual inspections, integrated pre-planning, investigations and more.
- An Incident Reporting platform with automated NFIRS and NFORS reporting.
- Best-of-breed, fully integrated Scheduling and Personnel Management with flexible shift board, time-off, call shifts, messaging and more.
- Asset and Inventory Management with real-time insight and statistics into apparatus & equipment health, usage, and compliance, seamlessly linked to First Due Scheduling, Incident Reporting & more.
- Training Records to ensure top-knotch training management and compliance.
- Connection to your CAD and integration with Target Solutions.

All components of our platform are designed, produced and sold exclusively by First Due in New York, New York. For more information, please visit www.firstdue.com.

Andreas Huber
CEO | First Due
**107 Seventh St**
**Garden City, NY 11530**

**888.504.0016**
**FirstDue.com**

# first due

Locality Media, Inc. dba First Due
107 Seventh St, Garden City
New York, 11530, United States
Phone: +1 (516) 874-2258
Website: https://www.firstdue.com/

**BILL TO:**
Shannon Cherry
Dona Ana County Fire and Emergency Services
1430 Portland Dr.
Las Cruces, NM 88005

**Account:** Dona Ana County Fire and Emergency Services
**Subscription Start:** August 1, 2022
**Initial Term:** 11 months
**Annual Subscription:** $61,650.00

| Product Details | Total |
|---|---|

**Inspections**
Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.

**Invoicing**
Invoice Management, Bulk Mailing, Billing Report and Customizable Fee Schedules.

**Permitting**
Permit Management, Customizable Permit Types, Plan Review and Permit Fees.

**Investigations**
Organize, analyze and document investigations, keeping case information secure and separated from, but integrated with other modules.

**Incident Reporting – NFIRS**
NFIRS Incident Documentation, State and Federal Compliance with automated submission.

**Incident Reporting – ePCR**
ePCR Incident Documentation, State and Federal Compliance with automated submission.

**Scheduling**
Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

**Personnel Management**
Store, Manage and Access Employee Records including demographic data, certifications and employment information.

**Training Records**
Assign Training, Record Completions, View Training Logs, and Manage Certifications.

**Events & Activities**
Create Events, View Global Activity Log, and Access Global Calendar.

**Assets & Inventory**
Assets, equipment and inventory management, assets and equipment checks, and work order management.

**CAD Integration**
Automated importing of CAD calls via XML, Database Connector or API.

**Training Integration w/ Third Party (Target Solutions)**
Training Integration with Target Solutions

**Implementation and Configuration Services**
Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

| | |
|---|---|
| One-Time Fees Subtotal | $ 6,150.00 |
| 11-month Subscription Fees Subtotal | $ 56,409.75 |
| **Grand Total** | **$ 62,559.75** |

**Statement of Work**
Please see attached Statement of Work detailing the Implementation, Training and Support for this Exhibit A – Quote.

**Terms and Conditions**

1. **Payment Terms.** The above-listed Grand Total will be invoiced on or around the Subscription Start date. For subsequent annual periods, the Service fees are due and payable annually in advance on July 1st. Locality Media reserves the right to increase Customer's renewal Service fees by no more than 3% per annum, applied to the Service fees set forth in the previous term. Payment Terms of Net 30 days.

2. **Amended Annual Increase for Agreement for Services.** Locality Media agrees to revise the annual cost of living increase noted in Section 5 of the Agreement for Services and Exhibit A - Quote (Quote Number: 1545132000023428186) with a last dated signature of March 18, 2020 ("Agreement") from 5% to 3% as of July 1, 2023.

**Payment Terms:** Net 30 days
**For electronic ACH payment:** JPMorgan Chase Bank | ABA Routing: 021000021 | Account #: 803527972

| **LOCALITY MEDIA, INC.** | **Dona Ana County Fire and Emergency Services** |
|---|---|
| By: _____ | By: _____ |
| Name: _Andreas Huber_____ | Name: _____ |
| Title: _CEO_____ | Title: _____ |
| Date: _____ | Date: _____ |

# first due

Locality Media, Inc. dba First Due
107 Seventh St, Garden City
New York, 11530, United States
Phone: +1 (516) 874-2258
Website: https://www.firstdue.com/

# Statement of Work | Dona Ana County Fire and Emergency Services

### Introduction

The purpose of this Statement of Work (SoW) document is to clearly define the Implementation, Training and Support.

### 1. Implementation:

First Due works very closely with you to ensure the application is ready for go-live. During the Implementation you will be assigned a Client Success Manager and Implementation Manager who will lead you through the process. Below is a description of each component of our implementation.

**a) Discovery & Planning:** During a project kick-off meeting we will flesh out the key components of the configuration, customer stakeholders and project timelines. After this stage we will have a clear plan to when and how your agency will be live with First Due.

**b) Configuration:** First Due is an out-of-the box system but can be configured for your Agency's needs. Our team will work with you to configure all the parts of the application necessary for go-live and beyond. These configuration sessions will generally occur weekly, and also act as administrator training.

**c) Optimization:** Once the account is configured, we will arrange a small end-user testing group to begin to use the application out-in-the-field. This is an iterative process in which we listen to feedback and make adjustments to the product on the fly.

**d) Training:** Once we have sign-off the product is ready for go-live we will build the necessary training plan together, which may include train-the-trainer sessions, end user training, custom training videos/content or even onsite sessions. The training section below provides more detail on included training.

**e) Roll Out:** After training is complete, we are ready to roll-out the platform. We will work closely with you to ensure First Due is rolled out effectively across your agency.

**f) Support:** Once we achieve sign-off that the system is live and stable, we will transition to support (as described in the support section below). However, you will continue to have a dedicated Client Success Manager moving forward.

### 2. Training:

Training is an integral part of any successful implementation. First Due is focused on providing your agency adequate training to ensure effective user adoption of the platform. As part of this Statement of Work, the customer will receive training throughout the implementation process as outlined below:

1. Webinar Administrator training during configuration sessions as needed
2. Webinar formal Train-the-Trainer Session(s) during the training phase as needed
3. Access to online training videos, documents, content and interactive knowledgebase

### 3. Integrations:

Any scoped integrations included in this document will be described below. Any additional integration scoped at a later date will be provided in a separate SoW at that time.

**4. Data Migration:**
First Due understands the importance of data migration to our customers and has extensive experience working to migrate historical records into the platform. First Due will use best efforts to migrate applicable data from Customer's existing systems utilizing data migration best practices. This includes:

1. Data Migration Planning Session
2. Assistance/Guidance in extracting data from existing system/s
3. Mapping extracted data to First Due import workbooks
4. Importing of Data into First Due

**5. Support:**
First Due provides Support as part of the base subscription. This includes:

1. Email, Phone, Ticketing System Support Channels and Live Chat
2. Dedicated Client Success Manager
3. Access to knowledge base including online training videos and FAQs