



The City of Edgewater

Finance Department
 104 Riverside Drive
 Edgewater, FL 32132

SOLE SOURCE JUSTIFICATION

Form 9

TO: Finance Department	FROM: <u>Police</u> REQUISITION #: _____
Subject - Purchase of: _____ Police Staffing Analysis	
Requested Supplier – Contact: <u>Dr. Mitch Miller</u> Company: <u>Miller Justice Consulting LLC</u> Address: <u>1727 Landward Lane</u>	City, State, Zip: <u>Middleburg, FL 32068</u> Phone: <u>904-580-2730</u> Estimated Cost: \$ <u>35,000.00</u>
Statement of Need: My recommendation for sole source is based upon an objective review of the product/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.	
Sole Source Justification: Mark those that apply.	
<input type="checkbox"/> 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked). <input type="checkbox"/> 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked). <input type="checkbox"/> 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in separate memorandum and attach). <input checked="" type="checkbox"/> 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application). <input type="checkbox"/> 5. The parts/equipment are required from this source to permit standardization. (Attach memorandum describing the basis for the standardization request). <input type="checkbox"/> 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.	
Division Head Signature: _____	Date: _____
Department Head Signature: <u></u>	Date: <u>04-04-2023</u>
Comments: <u>See sole source justification provided by Miller Justice Consulting</u>	
Finance Approval: _____	Date: _____

**Sole Source Justification Criteria
for
Edgewater Police Department Law Enforcement Staffing Analysis**

The Edgewater Police Department seeks to contract with Miller Justice Consulting, LLC (MJC) to execute a law enforcement staffing analysis. MJC is staffed by select experienced applied criminologists (housed in the University of North Florida & the University of Mississippi) who have designed a new law enforcement staffing analysis model. The model has been endorsed by and the keynote address topic for the Florida Sheriff's Association, the National Sheriff's Association, and the Federal Bureau of Investigation National Academy. Moreover, its development has been supported by two US COPS Office federal grant awards.

While the original steps of the new law enforcement staffing analysis model was published in the scientific journal *Policing: An International Journal* (Vose et al, 2020), the model has evolved into a third version per lessons learned employing it for the Gallatin (TN) Police Department and the Marion County Sheriff's Office (FL) with specific improvements in terms of measurement refinements, additional variables included and measured, and improvement of the semi-structured questionnaire used to capture officer input and shiftwork time allocations. Though in development for near future publication, the now most current version of the model (used in the aforementioned Gallatin and Marion analyzes) that will inform Edgewater Police Department immediate and near future staffing needs has not yet been published and is thus not yet publicly available for other scientific consultants to administer.

Therefore, a bidding process is impossible as no other consultants/vendor is capable of executing the new evidence-based law enforcement staffing model. The consultant (MJC) was ultimately selected per their unique expertise and advanced specialized knowledge regarding law enforcement staffing analysis as well as a successful track record of executing similar work for other law enforcement agencies. Review of google scholar, ResearchGate, and similar online scientific research engines confirm that no other entity has any experience utilizing the enhanced staffing model.

Citation

[Vose, B.](#), [Miller, J.M.](#) and [Koskinen, S.](#) (2020), "Law enforcement manpower analysis: an enhanced calculation model", *Policing: An International Journal*, Vol. 43 No. 3, pp. 511-523. See full article at: <https://doi.org/10.1108/PIJPSM-02-2020-0026>