



Single/Sole Source Justification Form

The Single/Sole Source Justification Form must be completed for goods and services SAP requisitions with a value greater than \$40,000 for goods and greater than \$125,000 for services where competition is restricted or limited. All sections must be completed in their entirety and must provide a complete explanation of why the good(s) or service(s) cannot be competed.

SINGLE/SOLE SOURCE JUSTIFICATION FORM INSTRUCTIONS

1. Requestor shall complete the appropriate section(s) in full.
IMPORTANT Send completed form to the Procurement Department ProcurementRequest@portofsandiego.org prior to routing for signature. Procurement may require additional information and/or may determine that competition is required.
2. After initial review/approvals have been received from Procurement, Requestor shall complete section IV.
3. Requestor shall create a Requisition in SAP and attach the fully executed Single/Sole Source Justification Form and the Written Memo Form approved by CEO. Also include all supporting documentation.

Brief Description of Good(s) or Service(s):

Proposal for Sierra Digital, Inc. to provide Technical Implementation Services for installation and configuration of SAP Datasphere Data Warehouse as part of the Maritime PortConnect project.

- The implementation project for Datasphere is complex, requiring in-depth SAP expertise to manage a seven-to-nine-month implementation.
- Sierra Digital is an existing pre-competed as-needed consulting services vendor to the Port of San Diego. (2021 RFP As Needed Application Consulting Services.)
- Sierra Digital is a trusted partner of SAP, in the installation and configuration of Datasphere, SAP Analytics Cloud and all data integration services.
- It does not serve the good of the Port to re-compete for these services.
- Datasphere Data Warehouse is an integral part of the Maritime PortConnect Port Management Information System/Terminal Operating System (PMIS/TOS) project.
- The PortConnect project will collect, parse, and serve data to California entities as required by the terms of the grant awarded to the Port of San Diego via the California Office of Supply Chain, Governor’s Office of Business and Economic Development (GO-Biz), California Containerized Ports Interoperability Grant Program.

Selected Vendor Name:

Sierra Digital, Inc.

(SECTION I) JUSTIFICATION (Complete Only Part A or Part B)

Part A – Award to Single Source

A procurement decision whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Part B – Award to Sole Source

A non-competitive method of procurement used when only one supplier possesses the unique ability or capability to meet the particular requirements of the entity or because only one supplier is practicably available.

Part A – Award to Single Source (Check One):

Repair/Maintenance services or parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

Compatibility of equipment or supplies required. List equipment with which purchase will be used:

Upgrade to proprietary software or hardware. Available only from the producer of the software or hardware who sells on a direct basis only. Provide documentation showing that this is the only supplier that sells the software or can perform the upgrade.

SAP Enterprise System and SAP America, Inc Background

SAP Enterprise (ECC) has been the Port’s ERP software since 2003. The software supports all major Port business transactions including but not limited to Real Estate Lease Management and Tenant Invoicing; Maritime Tariff Management and Customer Invoicing; Plant Maintenance and Asset Management; Engineering Project Systems; Human Resources; and all Financial Management modules including Budgeting, Accounting, Procurement, Accounts Payable, and Payroll. SAP also supports a full enterprise data repository, the Business Warehouse (BW).

In 2019, then Chief Technology Officer, Keith Coffey, led a team comprised of the Senior IT Leadership and the Executive Leadership Group (ELG) through a critical decision regarding the Port’s strategic ERP partner. The team considered factors including the complexity and diversity of the Port’s business processes, as well as the SAP’s industry leadership posture. The team decided to remain on the SAP platform, and their decision was approved by the Board in Agenda File 2019-0165, authorizing an SAP agreement and corresponding Total Cost of Ownership (TCO). Part of the investment made at that time was a purchase of DataSphere Data Warehouse.

SAP DataSphere as the Port’s Data Warehouse

In 2024, the Port of San Diego participated in a Data Management Discovery process to determine our path forward, including the identification of a Data Warehouse. It was determined that the SAP Datasphere Data Warehouse possessed the functionality we require for replacing the SAP Business Warehouse (BW) and will meet the ongoing data warehousing needs of Maritime PortConnect and other initiatives.

Datasphere and Maritime PortConnect

The Port of San Diego Maritime PortConnect program is powered by a \$4,200,000 grant through the California Office of Supply Chain, Governor’s Office of Business and Economic Development (GO-Biz), California Containerized Ports Interoperability Grant Program. The implementation of Datasphere is part of the scope of Maritime PortConnect and the environment will warehouse and provide data services to data from Port Maritime and Business systems. The Maritime data requested by this grant will be collated within Datasphere with data from SAP and possibly other sources to provide robust information.

SAP and Sierra Digital, Inc. Relationship

SAP utilizes a number of third party partners to augment their implementation services. Sierra Digital, Inc. is their trusted and preferred vendor for the installation, configuration, and deployment of Datasphere, SAP Analytics Cloud (SAC), and Integration Suite for data integration and sharing. Absent using SAP services directly for implementation of Datasphere, they strongly encouraged using a top partner such as Sierra for this effort.

Sierra Digital, Inc and Port of San Diego Information Technology Department Relationship

Sierra Digital Inc. has been a partner to the Port for many years. In 2021, they competed for and won a five-year contract with the Port to provide As-Needed Consulting Services and have provided critical assistance and support to the Port IT team in support of SAP ERP and Business Warehouse.

- Public Exigency: Life, safety or health of the public must be sustained through the immediate delivery of products or performance of services. Procurement is limited to the duration to address/remedy the exigency. A critical agency mandate, statutory or operational requirement must be fulfilled immediately. Please explain the emergency circumstances.
- Standardization of a component based on compatibility or maintenance reliability. Please explain.
- Failed bid: Competitive bids were solicited and, no bids were received, or only a single bid is received and is rejected. Procurement Services to determine if rebid is necessary.

Part B – Award to Sole Source:

- Goods or services can be obtained from only one (1) vendor. Describe the unique characteristics of the product or services or specific challenges preventing competition.

(SECTION II) REASONABLE PRICE DETERMINATION**Accepted price is fair and reasonable:**

The price was obtained from a catalog, standard price list or is standard pricing that this supplier charges for like items and/or services sold to the general public. (Provide copy of vendor's price list) D2# or SharePoint link

The quoted prices are lower than prices available to the general public and reflect substantial savings. (Provide copy of quote showing list price and discounted price)

The development of Datasphere was initially quoted by SAP as part of the S4 HANA upgrade, with a pricing of over \$1.8 million, even with the inclusion of offshore resources to minimize costs. This quote far exceeded the Port's budget for a Data Warehouse. In response, SAP recommended their trusted partner, Sierra Digital, often used as a third-party addition to their own implementation offerings. Leveraging our long-standing relationship with Sierra and their status as a competed vendor for as-needed consulting services, Sierra initially priced the effort at \$1.2 million. They then further reduced the cost to \$1 million without compromising the scope of work. Additionally, Sierra agreed to work under the direction of our Port Project Manager for the S4 upgrade.

Other. (Explain)

(SECTION III) ALTERNATIVE BRAND(S) / VENDOR(S)

List alternative brand(s) or vendor(s) contacted, considered, and/or researched that weren't suitable and briefly explain why.

A high-level review of vendors/pricing in the market revealed similar quotes ranging from \$1.2 to \$1.5 million. The level of SAP/Datasphere in-depth knowledge is a question and would require deeper investigation into potential contenders. Given the urgency of the Maritime PortConnect project timeline and the potential six-month delay a full RFP process and vendor evaluation could entail, this route was deemed infeasible. All invoices must be received and paid by the end of the grant period, February 2026.

(SECTION IV) AUTHORIZATION / APPROVALS

REQUESTING DEPARTMENT

I have investigated and found that the above reasons and explanations justify waiver of competitive bidding and the reasonableness of the price. I certify that statements and information provided herein are complete and correct to the best of my knowledge.

Marcy Mishiwiec
Requestor's Name, Dept.

Marcy Mishiwiec
Signature

2/5/2025
Date

Tracey Sandberg
Appointing Authority's Name

Tracey Sandberg
Appointing Authority's Signature

2/5/2025
Date

PROCUREMENT SERVICES RECOMMENDATION

While this is not a traditional source justification, CPO feels it is in the District and public's best interest for CEO to approve rather than requiring a competitive solicitation for the reasons stated in this document and the associated memo.

PROCUREMENT APPROVAL

Matt Kane
Matt Kane, Procurement Director/CPO
Procurement Services

2/5/2025
Date

CEO APPROVAL

Scott Chadwick
Scott Chadwick
President / CEO

2/10/2025
Date



Certificate Of Completion

Envelope Id: CD8358A4-19C9-4B07-A4FD-480E4E1455AF	Status: Completed
Subject: Complete with DocuSign: Single Source - Sierra Digital 02-2025.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 3
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Gwynn Soebbing
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3165 Pacific Hwy.
	San Diego, CA 92101
	gsoebbing@portofsandiego.org
	IP Address: 207.215.153.162

Record Tracking

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Signer Events

Signer Events	Signature	Timestamp
Marcy Mishiwiec mmishiwiec@portofsandiego.org Manager, Enterprise Applications Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 207.215.153.162	Sent: 2/5/2025 3:27:17 PM Viewed: 2/5/2025 3:28:13 PM Signed: 2/5/2025 3:28:27 PM

Electronic Record and Signature Disclosure:
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Matthew Earle mearle@portofsandiego.org Matthew Earle San Diego Unified Port District Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 76.240.103.243	Sent: 2/5/2025 3:27:18 PM Viewed: 2/5/2025 5:34:40 PM Signed: 2/5/2025 5:36:27 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracey Sandberg tsandberg@portofsandiego.org Chief Technology Officer Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 174.236.96.4 Signed using mobile	Sent: 2/5/2025 3:27:17 PM Viewed: 2/5/2025 3:47:44 PM Signed: 2/5/2025 3:48:38 PM
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Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/5/2025 3:27:18 PM
Certified Delivered	Security Checked	2/5/2025 3:47:44 PM
Signing Complete	Security Checked	2/5/2025 3:48:38 PM
Completed	Security Checked	2/5/2025 5:36:27 PM
Payment Events	Status	Timestamps

Certificate Of Completion

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Status: Completed

Subject: Complete with Docusign: Single Source - Sierra Digital 02-2025.pdf

Source Envelope:

Document Pages: 7

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Gwynn Soebbing

AutoNav: Enabled

3165 Pacific Hwy.

Envelopeld Stamping: Enabled

San Diego, CA 92101

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Security Appliance Status: Connected

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Pool: Carahsoft OBO Port of San Diego

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Signer Events

Signature

Timestamp

Scott Chadwick

schadwick@portofsandiego.org

Security Level: Email, Account Authentication
(None)


Sent: 2/10/2025 9:02:51 AM

Viewed: 2/10/2025 9:55:14 AM

Signed: 2/10/2025 9:55:37 AM

Signature Adoption: Pre-selected Style

Using IP Address: 207.215.153.162

Signed using mobile

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Accepted: 2/10/2025 9:55:14 AM

ID: a565f704-0e8b-4ba3-a9f1-0d131461ec5b

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

2/10/2025 9:02:51 AM

Certified Delivered

Security Checked

2/10/2025 9:55:14 AM

Signing Complete

Security Checked

2/10/2025 9:55:37 AM

Completed

Security Checked

2/10/2025 9:55:37 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Port of San Diego:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: customerservicecenter@portofsandiego.org

To advise Port of San Diego of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at customerservicecenter@portofsandiego.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Port of San Diego

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to customerservicecenter@portofsandiego.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port of San Diego

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to customerservicecenter@portofsandiego.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify Port of San Diego as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port of San Diego during the course of your relationship with Port of San Diego.