



OFFICE OF THE COUNTY AUDITOR
COMPLIANCE REVIEW OFFICE
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MEMORANDUM

DATE: January, 28, 2026
FROM: Melinda Bolling, Chief Compliance Review Officer
TO: Monsherry Terrell, Purchasing Administrator
SUBJECT: Sole Source Request – LCP Tracker

LCP Tracker, of Orange, CA provides the software utilized by the Compliance Review Office to oversee compliance requirements for construction contractors relating to prevailing wage law. This software provides a platform through which contractors are able to submit weekly certified payrolls, apprentice letters, OSHA 10 cards and other documentation required by Chapter 19 of the Jackson County code. It provides a portal for communications and saves records in a file should they be needed in the future.

Pursuant to Chapter 10 Section 1030.1 of the Jackson County Code, the Compliance Review Office requests an additional module to track Nonprofit Partnership Grants with an annual cost of \$20,682.50 be considered a sole source purchase. LCP Tracker was initially purchased in November 2021 through the County's term and supply contract with SHI and was implemented throughout the 2022 fiscal year. To bid and implement new software would be cost prohibitive from both the financial and human capital perspective.

Account: 001-0302-56661
General Fund – Compliance Review Office – Software As A Purchase