



DATE: June 18, 2018
TO: Brenda J. Billingsley, Director, Purchasing Division
THRU:
FROM: Carl Chambers
PROJECT TITLE: MTS SOFTWARE SOLUTIONS
REQUISITION NO.

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

Fortis is the primary document management tool for Water and Wastewater Services. All the departments depend on Fortis for document management, storage and retrieval.
A study was done for other software and found that because it is an upgrade and not a new installation, Docuware is the most reasonable upgrade path to Fortis.

Vendor Implementation services

Migration cost to Docuware including data export, scripts, permissions will be \$32,000.00. See deliverables documentation.

History - Fortis was acquired in 2000.

Contract value per initial term: \$11,299.00 annually.

Existing contract executed 10-30-2017 with amendment 1 to extend support from 12/31/2017 to 12/31/2018.

Work Authorization 1 \$15,900.00 executed on 12-16-2016 for transitioning from Oracle to SQL Server.

Work Authorization 2 \$8,800.00 executed on 10-08-2017 for merge from Admin to UTL network.

Total Fortis investment since 2000 is estimated at \$400,000.00

Docuware - The company was founded in 1988 and acquired Fortis in 2013. Docuware has since then, merged both applications and will discontinue support for Fortis at the end of this year.

The end of life for Fortis is scheduled for December 31st, 2018

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.

- Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

Similar customers who have migrated from Fortis to DocuWare include:

City of Miami Beach Florida
South Florida Police Department
Florida Large Integrated payroll provider
South Florida Large HVAC Company
South Florida Aviation Parts Company
South Florida Landscape Architecture, Land Planning Environmental Design firm
International Fashion Supplier and Design House

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- Complies with existing community and safety standards, and/or laws, rules, and regulations.
- Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

Cost - Because we currently have Fortis on a support and maintenance contract the annual maintenance cost for Docuware will only be \$3,473 for the first year. Docuware will provide a significant discount of over \$15,000.

Licenses - Just as with Fortis the Maintenance and Support contracts for Docuware are based on the number of licenses, concurrent seats and add-on modules we have currently referred to as **"Like to Like licensing"**.

Docuware is an upgrade to Fortis: Docuware is an upgrade to Fortis which is a smoother process compared to a new install/application as our existing data will be migrated to a system that already support our file types.

File Type Support - all of the same file types are supported as well as Planet Press and Imagent which we use currently. Planet Press is integral to the process of indexing our customer data while Imagent is used to capture receipts and invoices for documentation purposes.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$16000.00 Contract length (if applicable):

Expenses to date: 33,381.59

Has this commodity or service been previously provided to the County? Yes No

If yes, when and by whom?

How was item/service procured? N/A

What is the current contract (MA) or purchase order number? WWI0000377

If this is a sole brand, is there an "authorized" dealers list? Yes No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

OnBase Information Mgmt Platform cost comparison

Initial Installation	\$64,640.00
Workflow installation	\$23,000.00
License charges	\$87,000.00
Training	\$18,000.00
Service Total	\$192,640.00

With Any other vendor there would be a significantly larger value in excess of \$200,000.00

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Carl Chambers	CARL A. CHAMBERS	<small>Digitally signed by CARL A. CHAMBERS Date: 2018.06.19 15:08:48 -04'00'</small>	June 19, 2018
REQUESTOR/EVALUATOR (PRINT)	REQUESTOR/EVALUATOR (SIGN)	DATE	
	ANDREW FURLONG	<small>Digitally signed by ANDREW FURLONG Date: 2018.07.19 16:50:40 -04'00'</small>	7/19/2018
DEPT/DIV DIRECTOR OR DESIGNEE (PRINT)	DEPT/DIV DIRECTOR OR DESIGNEE (SIGN)	DATE	

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

Sole Source
 Sole Brand
 Reasonable Source
 RFI attached
 Rejected
 Request Authorization to Negotiate

Additional Information:

Purchasing Agent Signature: *Bernadette N. Green* Digitally signed by Bernadette N. Green
DN: cn=Bernadette N. Green, o=Broward County Purchasing Division, ou, email=bnegreen@broward.org, c=US
Date: 2018.08.10 18:29:29 -04'00' Date: 8/10/2018

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED): LEAHANN LICATA Digitally signed by LEAHANN LICATA
DN: dc=city, dc=broward, dc=bc, ou=Organization, ou=BCC, ou=PU, ou=Users, cn=LEAHANN LICATA
Date: 2018.08.15 14:58:08 -04'00'

Signature: **GLENN MARCOS** Digitally signed by GLENN MARCOS
DN: dc=city, dc=broward, dc=bc, ou=Organization, ou=BCC, ou=ETS, ou=ERP, ou=Users, cn=GLENN MARCOS
Date: 2018.08.15 17:49:52 -04'00' Date: 8/15/18