SINGLE SOURCE AWARD **BID # SS-9100-20**

Subject: Hyland OnBase Software Maintenance

Department: Information Technologies Division

Description of Purchase:
Recommend approval to retroactive award from October 1, 2020 through date of award.

Recommend approval of Single Source Award to DataBank, IMX LLC for the renewal of Hyland OnBase Software Maintenance. Period of service will be from date of award through November 30, 2021. Total requested expenditure not to exceed $68,960.00.

Funding for this award to be encumbered by account 53101.113001.546620, to be executed purchase order(s).

Single Source Award To: DataBank, IMX LLC

Price Justification: See Attached

Total Award: $68,960.00 **Requisition #**

Attachments: Agency Memo; Single Source Form; Vendor Quote; Vendor Letter

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Rease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: September 9, 2020

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2020.09.10 10:05:39 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2020.09.10 09:54:01 -04'00'

RE: **Hyland OnBase Software Maintenance – Single Source Award Request**

The Information Technologies Division (ITD) requests approval to renew Hyland OnBase Software Maintenance from DataBank, IMX (DataBank). Hyland's OnBase software is the City's primary enterprise document management system utilized by multiple City departments. The services include App Enabler Enterprise, Advanced Capture, Query API, (60) Concurrent Clients, (28) Workflow Concurrent Clients, (10) Office Bus App 2010, (10) Production Document Imaging, (2) Full Page OCR and Server Usage. The period of coverage for Hyland OnBase Software Maintenance is October 1, 2020 through November 30, 2021.

Hyland, the developer of OnBase has provided a sole source letter indicating that DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville, FL. There are numerous authorized resellers of the OnBase software under Hyland's commercial polices, but DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville.

The total not-to-exceed amount for this request is $68,960.00.

Tracy Geake — Digitally signed by Tracy Geake Date: 2020.09.10 10:02:54 -04'00'

FUNDING SOURCE: 53101.113001.546620

Your favorable consideration of ITD's request is appreciated.

Attachments: Single Source Request
Supplier Quote
Supplier Single Source Letter

CC: Paul Freeman, Enterprise Applications Manager
Ginny Zuckero, Applications Development Project Manager
Richard Reilly, Applications Development Project Manager
Alexander Ciprian, IT Contract Administrator

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The Information Technologies Division (ITD) requests approval to renew Hyland OnBase Software Maintenance from DataBank, IMX (DataBank). Hyland's OnBase software is the City's primary enterprise document management system utilized by multiple City departments. The services include App Enabler Enterprise, Advanced Capture, Query API, (60) Concurrent Clients, (28) Workflow Concurrent Clients, (10) Office Bus App 2010, (10) Production Document Imaging, (2) Full Page OCR and Server Usage. The period of coverage for Hyland OnBase Software Maintenance is October 1, 2020 through November 30, 2021.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Hyland, the developer of OnBase has provided a sole source letter indicating that DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville, FL.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

There are numerous authorized resellers of the OnBase software under Hyland's commercial polices, but DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville.

DataBank
5955 T.G. Lee Blvd., Su# 101
Orlando, FL 32822
Phone 904-236-5721
www.databankimx.com

February 11, 2020

ESTIMATED RENEWAL QUOTATION

Ms. Ginny Zuckero
City of Jacksonville
IT Department
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202

Dear Ginny:

The City of Jacksonville has requested their maintenance coverage period be changed from October 1st each year to December 1st each year in order to have sufficient time to issue a PO and payment prior to the renewal. With this information, for the 2020 renewal, we are providing the below "estimated" renewal for 14 months. This pricing includes Hyland's annual 3% increase and is for period **10/1/20 through 11/30/21**.

Description	14 Mths
Hyland OnBase Software Maintenance	$68,960.00
(1) Application Enabler Enterprise	
(60) Concurrent Clients	
(10) Office Business App	
(1) OnBase Server Usage	
(1) Advanced Capture	
(10) Production Document Imaging	
(2) Full Page OCR	
(28) WorkFlow Concurrent Clients	
(1) Query API	

NEW: DataBank has numerous locations throughout the United States. Please have PO's issued to the below location and please send via email if possible:

Databank IMX LLC
5955 T.G. Lee Blvd., Su# 101
Orlando, FL 32822

If you should have any questions or need additional information, please feel free to contact me.

Cordially,

Pat Smith

DataBank IMX, LLC
A KYOCERA Group Company
904-236-5721