

MANATEE COUNTY GOVERNMENT NONCOMPETITIVE INTENT TO AWARD

SUBJECT	Conversion of Lotus Notes Archival Information from AXS-One to Office 365 Cloud Internet Site	DATE POSTED	MC <u>4/14/15</u> ✓ SE
PURCHASING REPRESENTATIVE	Charles Bentley, x3036	DATE CONTRACT SHALL BE AWARDED	April 16, 2015
DEPARTMENT	Information Technology	CONSEQUENCES IF DEFERRED	
AUTHORIZED BY	NC #201500209	AUTHORIZED BY DATE	April 9, 2015 <i>Charles Bentley</i>

NOTICE OF INTENT TO AWARD

Sole Source or Noncompetitive notice of Intent to Award Bluesource North America to purchase data conversion and server lease services totaling \$71,356.20

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws, Sections 2-26-40 & 2-26-45

BACKGROUND/DISCUSSION

Manatee County is in need of conversion services to convert five years (approximately 4.5TB) of archived emails from proprietary AXS-One format to Microsoft Outlook format hosted on the Manatee County Office 365 tenant site in the cloud. Manatee County will then be able to retire very old servers and cease annual support payment to AXS-One.

Microsoft was solicited to find other vendors with the required expertise. Only two companies were suggested and only Bluesource North America demonstrated a methodology that would deliver a conversion timeline that was reasonable and had real world experience with AXS-One conversions.

If a vendor believes this item is not a sole source procurement, Manatee County Purchasing Division requires prospective vendors provide information regarding their ability to supply the commodity or contractual services described prior to the date indicated for "date contract shall be awarded".

ATTACHMENTS (List in order of attached)	<ul style="list-style-type: none"> • Sole Source/Noncompetitive Purchasing Request form 	0010004301	FUNDING SOURCE (Acct Number & Name)	Data/Admin-Information Svcs
COST	\$71,356.20			<input type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
			AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	



NC 201500209

Sole Source/Noncompetitive Purchasing Request

Department: ITS Contact: Larry Colbert Ext: x3449

Purchase Request (PR) Number: RO60519 Date: 4/3/2015

Description: (Explain request in detail) Non-Competitive Purchase for Bluesource Compliance Email Conversion Project

Bluesource North America

Vendor: Bluesource, Inc. Phone: 817-328-6130 Cost: \$71356.20

VO20897

PART I – SOLE SOURCE PURCHASING (*Sole source purchasing* is defined as the acquisition of commodities or services where there is only one available source for the required commodity or service. Ex: proprietary software or equipment, copyright)

1. Are these commodities or services only available from one single source? Yes No
2. Explain why the commodity/service being requested is the only commodity/service that can meet your needs and why alternatives are unacceptable. Be specific regarding specifications, features, capability, compatibility, etc.
3. Why is this vendor the only source from which to make this purchase? Describe efforts made to verify this information. (Attach sole source letter from vendor as documentation)
4. Explain the consequence to the County or its taxpayers, including a dollar amount of the financial impact, if the sole source purchase is not approved.

NOTE: In any case where the County seeks to purchase from a sole source materials for the construction, modification, alteration or repair of any county-owned facility, the Board of County Commission must first make the written findings required by Florida Statutes, Section 255.04.

PART II – NONCOMPETITIVE PURCHASING (*Noncompetitive purchasing* is defined as the acquisition of commodities or services from a unique source or provider based upon particular skills and expertise (Ex: standardization, warranty, compatibility) where other competitive sources may be available; or upon a determination that the likely, non-speculative cost of obtaining competitive quotes would exceed any potential savings and benefit to the County.)

1. ***Explain why the commodity/service being requested is the only commodity/service that can meet your needs and why alternatives are unacceptable. Be specific regarding specifications, features, capability, compatibility, etc.***

The County is in need of conversion services to convert 5 years (approximately 4.5 Terabytes) of archived emails from proprietary AXS-One format to Outlook format hosted on the Manatee County Office 365 tenant site in the cloud. This will allow public records requests to be processed in one location and using one consistent, supported platform. By achieving this Office 365 environment, the county will be able to retire very old servers and stop annual support payments to Axs-One.

2. ***Explain the advantages of this noncompetitive purchase on the basis that only one practical source exists. Describe the efforts made to verify this information. (Attach manufacturers or distributorships letter as documentation)***

In the lead up to the Office 365 transition from Lotus Notes to Outlook, we solicited Microsoft to help identify companies that could be utilized to facilitate a conversion of AXS-One records to Outlook format in the cloud. Microsoft is a global company but even they had very few suggestions for firms with this expertise. Only two companies were suggested and only Bluesource demonstrated a methodology that would deliver a conversion timeline that was reasonable and had real world experience with AXS-One conversions. Time is of the essence because the county needs to have these records available in a modern sustainable environment and eliminate the risk and costs of the current outdated servers. In addition, if completed before August of 2015 the county will avoid renewal fees for AXS-One of approximately \$23000.

3. ***Will this purchase obligate us to a particular vendor for future purchases, either in terms of maintenance or compatibility should the need arise to purchase a 'like' item in the future?***

No. This is a one time conversion project, after completion this will never be done again the same way.

4. ***Describe your efforts to obtain the best price from the vendor and provide any documentation to substantiate your findings. Give the result of the initial offer versus the final offer.***

ITS staff did searches online, solicited Microsoft partner help as part of Office 365 and held demonstrations with vendors including NUIX, Axs-One, Catapult.

5. ***Would you prefer Purchasing to contact vendor for the best price?*** Yes No

6. ***Explain the consequence to the County or its taxpayers, including a dollar amount of the financial impact, if the noncompetitive purchase is not approved.***

The county is obligated to keep records as part of public records retention and produce them when requested via the County Records Manager. Completion of this project would place records in one common format for the Records Manager to use consistently and reduce risks and costs associated with the aging AXS-One system.

I hereby request that a sole source/noncompetitive request be approved for the purchase of the above statement of work, material, equipment, commodity, or service.

Division Manager's Signature
(up to \$25,000)

[Handwritten Signature]

Department Director's Signature
(Greater than \$25,000)

Print Name

PFA

Print Name

Date

4/8/15

Date

FOR PURCHASING DIVISION USE:

Posting: Categories Three and Four require an electronic posting for a minimum of five (5) business days. Category Five requires BCC approval and will be posted via board agenda for a minimum of seven (7) calendar days prior to board meeting.

Sole Source:

Posting: Category Three requires an electronic posting for a minimum of five (5) business days prior to award. Categories Four and Five require BCC approval and will be posted via board agenda for a minimum of seven (7) calendar days prior to board meeting.

Noncompetitive:

Reviewed and Approved by:

Charles J Bentley 4-8-15
Buyer Name / Date
(up to \$100,000)

Manni H. Walker 4/9/2015
Contracts/Buyer Manager / Date
(up to \$250,000)

Purchasing Official / Date
(Greater than \$250,000)