# 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 4 14 15 / SE				
PURCHASING REPRESENTATIVE	Charles Bentley, x3036	DATE CONTRACT SHALL BE AWARDED	April 16, 2015				
DEPARTMENT	Information Technology	CONSEQUENCES IF DEFERRED	0 0				
AUTHORIZED BY	NC #201500209	AUTHORIZED BY DATE	April 9, 2015 Charles				

### 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

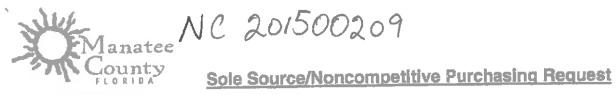
## **BACKGROUND/DISCUSSION**

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".

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	Sole     Source/Noncompetitive			Data/Admin-Information Serves		
ATTACHMENTS (List in order of attached)	Purchasing Request form	FUNDING SOURCE (Acct Number & Name)		Funds Verified Insufficient Funds		
COST	\$71,356.20	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)				



De	partme	ent: ITS		Contact:	Larry Colbert	Ext:	x3449
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		Blueson	rce North Amer	ica			
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corr Ex:	moditie proprie	s or services whatary software or	E PURCHASING (state there is only one equipment, copyright) so or services only av	available sou	urce for the require	ed commodi	ity or service.
<ol> <li>Explain why the commodity/service being requested is the <u>only</u> commodity/service that can meet your needs and why alternatives are unacceptable. Be specific regarding specifications, features, capability, compatibility, etc.</li> </ol>							
3. Why is this vendor the <u>only</u> source from which to make this purchase? Describe efforts made to verify this information. (Attach sole source letter from vendor as documentation)							
4.	Explain financi	n the consequial impact, if the	ence to the County sole source purcha	or its taxps se is not app	ryers, including a	a dollar an	nount of the
МО			e the County seeks to peration or repair of any the written findings req	/ county-own	ad facility, the Boa	rd of Count	construction, y Commission

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.)

 Explain why the commodity/service being requested is the <u>only</u> 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 Manatse 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 statt did searches online, solicited Microsoft partner help as part of Office 365 and held demonstrations with vendors including NUIX, Axs-One, Catapult.

=	Would you prefe	r Perchaeinn	to contact	vendor for the	best price?	Yes	☐ No
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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 requisted 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. Date Division Manager's Signature **Print Name** (up to \$25,000) **Print Name** Department Director's Signature (Greater than \$25,000) 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 live (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: Buyer Name / Date (up to \$100,000)

Contracts/Buyer Manager / Date

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

(up to \$250,000)