

### AGENDA NOTES TO CPO

Solicitation Name and #	Sole Source Hyland OnBase Software Licenses and Maintenance
Procurement Agent	Pamela D. Williams
Date Solicitation bid prices expire.	N/A
Solicitation Name, Number and Contract Number of Expiring/Expired Contract	N/A
Previous Contract Number, Contractor Name and Award Amount	CPA 960647 Hyland Software, Inc. \$350,000.00
Previous Amount Spent on Expiring/Expired Contract	\$151,071.88
Prime Contractor Information and LSBE - Subcontractor	N/A
Attachment	<ul style="list-style-type: none"><li>• Non-Competitive Purchase Request Form (Sole Source)</li><li>• Sole Source Letter</li></ul>





**Department of Purchasing and Contracting  
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Requesting Department: Innovation & Technology  
 Department Contact Person: Angela Green Telephone: 404 371-2374  
 Email: adgreen@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_ Suggested Supplier: Hyland Software, Inc.  
 Estimated Amount of Purchase: \$ 400,000.00  
 Detailed Description of the Goods or Services to be purchased: Hyland OnBase Software Licenses

**Emergency** (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: \_\_\_\_\_

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

\_\_\_\_\_

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

\_\_\_\_\_

**Sole Source** (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary.):

Hyland is the vendor of the OnBase document imaging solution that the county currently utilizes across the enterprise. No other provider makes this software.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

This purchase authorizes the county to renew or purchase licenses on an as needed basis based on departmental needs. There is no obligation to make any additional purchases.

3. Explain the impact to the County or Public if this request is not approved.

Inability to procure from this vendor means our large installed base may go unsupported, and new requirements for content management system additional users would be prevented, thus adversely impacting continuity of operations.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) John Matelski Signature: John A. Matelski Date: 2/14/17

**Do Not Write Below – for the Department of Purchasing and Contracting Use Only**

Recommendation and Comments

I recommend use of Hyland Software, Inc. , as a sole source of the competitively-let GSA Contract GS-35F-4127D for the OnBase software licenses and maintenance.

Approved  Not Approved

Signature: \_\_\_\_\_, Director, Department of Purchasing and Contracting Date: \_\_\_\_\_

*Sole Source Letter*



EU-17046-13656319

February 8, 2017

Dekalb County, GA  
Bobby Burgess Building 3630 Camp Circle  
Room 201  
Decatur, GA 30032

To Whom It May Concern:

Hyland Software, Inc. ("Hyland") is the manufacturer of OnBase<sup>®</sup>, which is our proprietary enterprise content management software suite ("Software") and holds GSA Schedule 70 Contract No. GS-35F-249DA effective through March 31, 2021, as it relates to the procurement of software licenses, maintenance and support, and services related to the Software. Hyland is the sole source for procurements by Dekalb County through a GSA contract for software licenses, maintenance and support, and services related to the Software.

You have purchased licenses for the Software and related maintenance and support of the Software from Imaging Solutions and Services, Inc. (ISSI) ("ISSI"). ISSI is an authorized solution provider of Hyland with respect to the Software and related maintenance and support, including upgrades, under a Reseller Agreement that is currently in full force and effect. Under our current commercial policies, ISSI is the sole solution provider authorized to provide maintenance and support, including upgrades, to you with respect to the Software.

Sincerely,

Hyland Software, Inc.

DocuSigned by:  
By: *Arnon B. Killam*  
B716F235DE5A424

Title: SVP, Administration

Hyland Legal ds  
Approved By: DT?

Date: February 8, 2017



Hyland Software, Inc.  
 28500 Clemens Road Westlake, OH 44145  
 Phone (440) 788 - 5000 Internet:www.onbase.com

Customer:  
 Dekalb County  
 Attention: Accounts Payable  
 Maloof Annex  
 1300 Commerce Drive  
 DECATUR, GA 30030  
 United States

**Software Maintenance Invoice**

Account#: 17046  
 Invoice#: 308617  
 Date: 06/01/2016  
 Territory: US  
 Status: Not Paid  
 Bill No.: 17046

Primary Support Provided By:  
 Hyland Software, Inc.  
 Attention: Accounts Payable  
 28500 Clemens Rd  
 Westlake, OH 44145  
 United States

Billing Period	OnBase Version	Terms
Maintenance from 09/01/2016 to 10/31/2017	14.0.1	DUE: 08/31/2016

Module Code	Description	Rate	Quantity	Extended Rate
AEMPI2	Enterprise Application Enabler Maintenance	\$ 9,403.86	1	\$ 9,403.86
CTMPC1	Concurrent Client (1-100) Maintenance	\$ 263.31	39	\$ 10,269.09
CTMPN1	Named User Client (1-100) Maintenance	\$ 131.66	1	\$ 131.66
DPMPW1	Document Import Processor Maintenance	\$ 940.39	1	\$ 940.39
KXMPH1	Integration for Kofax Capture Maintenance	\$ 625.35	1	\$ 625.35
OBMPW1	Multi-User Server Maintenance	\$ 1,504.62	1	\$ 1,504.62
PTMPC1	Virtual Print Driver Maintenance	\$ 940.39	1	\$ 940.39
RIMPI1	Records Management Maintenance	\$ 3,761.54	1	\$ 3,761.54
SALESTAX	Tax ( Type : Maintenance ) : GA	\$ 0.00	1	\$ 0.00
UFMPI1	Unity Forms Maintenance	\$ 0.00	1	\$ 0.00
UNMPI1	Unity Client Server Maintenance	\$ 1,880.77	1	\$ 1,880.77
VLMPC1	Workflow Concurrent Client SL (1-20) Maintenance	\$ 413.77	1	\$ 413.77

Total: \$ 29,871.44

This amount is in USD

Payment by Wire Transfer:  
 Keybank, N.A.  
 Swift Code: KEYBUS33  
 Routing #: 041001039  
 Hyland Software, Inc.  
 Acct. #: 359681326518

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the install date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.6: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.



Hyland Software, Inc.  
 28500 Clemens Road Westlake, OH 44145  
 Phone (440) 788 - 5000 Internet:www.onbase.com

**Customer:**  
 Dekalb County  
 Attention: Accounts Payable  
 Maloof Annex  
 1300 Commerce Drive  
 DECATUR,GA 30030  
 United States

**Software Maintenance Invoice**

Account#: 17046  
 Invoice#: 313987  
 Date: 07/29/2016  
 Territory: US  
 Status: Not Paid  
 Bill No.: 17046

**Primary Support Provided By:**  
 Hyland Software, Inc.  
 Attention: Accounts Payable  
 28500 Clemens Rd  
 Westlake, OH 44145  
 United States

Billing Period	OnBase Version	Terms
Maintenance from 11/01/2016 to 10/31/2017	14.0.1	DUE: 10/31/2016

Module Code	Description	Rate	Quantity	Extended Rate
CTMPC1	Concurrent Client (1-100) Maintenance	\$ 225.69	61	\$ 13,767.09
CTMPC2	Concurrent Client (101-200) Maintenance	\$ 193.45	19	\$ 3,675.55
GWMP11	Public Sector Constituency Web Access Maintenance	\$ 1,085.28	1	\$ 1,085.28
SALESTAX	Tax ( Type : Maintenance ) : GA	\$ 0.00	1	\$ 0.00
WLMPC1	Workflow Concurrent Client SL (1-20) Maintenance	\$ 354.66	3	\$ 1,063.98

Total: \$ 19,591.90

This amount is in USD

Payment by Wire Transfer:  
 Keybank, N.A.  
 Swift Code: KEYBUS33  
 Routing #: 041001039  
 Hyland Software, Inc.  
 Acct. #: 359681326518

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