

**DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

AGENCY: Division of Administrative Hearings

TITLE: Case Software Continued Development

Short description of the commodity or service desired: 80111711

CONTACT

Name: Gregg Pla

Address: 1230 Apalachee Parkway

Telephone: (850) 488-9675

Email: Gregg.Pla@doah.state.fl.us

Internal tracking number, if any: SS-20/21-01

Date posted: 05/22/2020 Last day for receipt of information: 06/03/2020

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with Sections 120.57(3) and 287.057(3), Florida Statutes, and will remain posted for a period of at least 7 business days.

Commodity or Contractual Service Required (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):
80111711

Quantity or Term (as appropriate):
July 1, 2020 through June 30, 2021

Requestor (division, bureau, office, individual, as appropriate):
Jeff Russell, Chief Information Officer

Performance and/or Design Requirements (e.g. intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

Deliverables for this fiscal year include but are not limited to: development of a web-based ALJ Child Support application; automating case status sheets which will interact with our ALJ accounting program for contract cases; add the ability to correct any dates that were input incorrectly by the districts or dates that were input in the wrong field (e.g., hearing start & end dates, earliest PFB date, motion date & order date.) in JCC desktop application; continued enhancements to the web-based e-filing applications (eJCC, iJCC, eALJ, iCMS); add the ability to undelete cancelled filers in iJCC; assisting Division staff with database administration activities; and other high-priority programming requests that may arise. Modifications and enhancements may include, but are not limited to: add list item to Joint Response to Initial Order on eALJ; create and update reports for Budget personnel to the statistics program run child support entries; adjustments to the way external users are registered to provide selected groups

(such as adjusters) improved access to Division data; addition of various reports to the DOAH Clerk's iCMS main page; workflow adjustments based on requests received from the OJCC clerks' office; and adjustments to the internal OJCC record-on-appeal accounting program.

1.23 Financial Consequences

1.23.1 Financial Consequences for Non-performance

Financial consequences shall apply for non-performance of the contract by a Contractor.

In the event that a deliverable is deemed unsatisfactory by DOAH, the Contractor shall re-perform the deliverable as needed for submittal of a satisfactory deliverable, at no additional cost to DOAH within the timeframe established by DOAH.

Failure to respond to a DOAH request to correct a deficiency in the performance of the Contract may result in termination of the Contract.

1.23.2 Financial Consequences for Failure to Comply with Purchase Order Requirements

In addition to 1.23.1 and any other remedies provided by law, if Contractor fails to comply with the requirements of the DOAH's purchase order, Contractor shall pay to DOAH financial consequences for such failures, unless the Customer waives such failure in writing based upon its determination that the failure was due to factors beyond the control of Contractor. A financial consequence in the amount of a 5% discount of the Contractor's rate(s) identified in the purchase order will be assessed against Contractor for each submittal of an invoice during the period that the Contractor is out of compliance with the purchase order. This amount shall be reflected as a credit on the invoice submitted to DOAH. DOAH at its sole discretion shall determine when the Contractor is failing to comply and DOAH at its sole discretion shall determine when the Contractor has remedied the failure.

These consequences for non-performance are not to be considered penalties and are solely intended to compensate for damages

Intended Single Source:

VI Systems, Inc.

Estimated Dollar Amount:

\$150,005.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):

VI Systems is the original developer of the case management software, and continues to maintain, modify and enhance the Division's databases for the ALJ and JCC programs. VI Systems has extensive institutional knowledge and understanding of the daily operations of the

Division including case handling processes that are unique to the ALJ and JCC programs. This institutional knowledge allows VI Systems to respond in an expeditious manner to new database requirements, as the software must be adaptive to the evolving needs of the Division and the public. The case management applications developed by VI Systems are mission critical to the Division's daily operations. Additionally, although the Division now owns several components of the two programs that were originally deemed proprietary to VI Systems, those components still require modifications when substantial changes are made to the applications and VI Systems continues to be the only vendor capable of making those changes in an efficient and cost-effective manner.

All intellectual property created, made, originated, updated or modified by VIS relating to the Division of Administrative Hearings, in its entirety, shall be the sole and exclusive property of the Division of Administrative Hearings.

THIS IS NOT A SOLICITATION FOR BIDS, PROPOSALS OR REPLIES.

PLEASE DO NOT SUBMIT A BID OR "NO BID" REPLY.

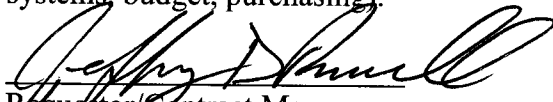
The Division has reason to believe that the services or commodities described on the attached Form PUR 7776, Description of Intended Single Source, are available only from the company listed as the intended single source.

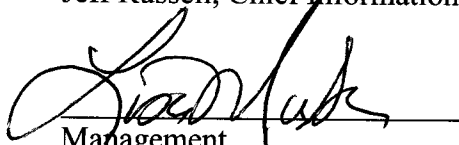
Prospective vendors who believe they can provide these commodities or contractual services shall provide relevant information to the contact person listed on this advertisement no later than June 3, 2020; 3:00 p.m.


If it is determined by the Division, after reviewing information received from prospective vendors, that the commodities or contractual services are available only from a single source, the Division will post notice of its intended decision to enter into an agreement with said vendor on the Vendor Bid System pursuant to Section 120.57(3), Florida Statutes.

Please see the attached Form PUR7776 for additional information.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):


Requestor/Contract Manager
Jeff Russell, Chief Information Officer


Management
Lisa Mustain, Director of Administration



Budget Representative
Cindy Ardoin, Budget Director



Purchasing Officer
Gregg Pla, Purchasing Specialist

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall: provide notice of its intended decision to enter a single-source purchase contract in the manner specified in Section 120.57(3), F.S.