

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

AGENCY: Department of Financial Services

TITLE: Software licenses, maintenance, and installation with Vista Solutions Group, LP  
Short description of the commodity or service desired: Software licenses, maintenance and support, end-user training and documentation, and installation and configuration for ADSync and the Standard Retention modules in the netDMS System.

CONTACT

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Internal tracking number, if any: 1819-14 SS OIT

**Date posted: May 6, 2019    Last day for receipt of information: May 15, 2019**

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):

80101507: Information technology consultation services

81112200: Software maintenance and support

Quantity or Term (as appropriate):

The purchase will commence upon issuance of a Purchase Order and end on June 30, 2022.

Requestor (division, bureau, office, individual, as appropriate):

Office of Information Technology

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):

The Contractor will be required to perform annual maintenance and support on software currently used by the Department of Financial Services (Department). The vendor will also be required to provide new ADSync and Retention licenses, maintenance and support, which includes installation and configuration, and end-user training and documentation.

Intended Single Source:

Vista Solutions Group, LP (Vista Solutions Group)

Estimated Dollar Amount:  
\$348,239.08

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):

The Department originally entered into an agreement with Vista Solutions Group to provide software maintenance for the VisiFLOW document imaging system through a formal solicitation, ITB 04/05-08. In 2011, Vista Solutions Group developed netDMS as a successor to replace the aging VisiFLOW that was no longer being supported or updated by the manufacturer, Exigen Group. Vista Solutions Group further provided the migration and conversion of VisiFLOW to netDMS and developed customized software modules in 2012, 2013 and 2014 to add features that increased the functionality of the netDMS system.

The Department's Division of Accounting and Auditing, Division of Unclaimed Property, and Office of the General Counsel use the netDMS software and these customized modules for document imaging; imaged document archival, retrieval, and workflow; and the ability to search and access Final Orders via the internet. The Department has identified a continued need to purchase annual maintenance and software support for the customized document imaging system designed for the Department. Vista Solutions Group has a proprietary interest in its software that has been modified for the Department's specific use of the netDMS system. Therefore, Vista Solutions Group has represented to the Department that it is the sole source of maintenance and support for the customized netDMS software.

The Department also needs to install ADSync and Retention modules to comply with Department Security standards, and provide increased functionality. Vista Solutions Group wrote the netDMS application, and the netDMS code needs to be modified to integrate the two modules with netDMS. Vista Solutions Group is the only vendor that is able to sell and install these ADSync and Retention modules.

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

Thomas Bianco, Office of Information Technology  
Rebecca D. Hale, Office of Purchasing and Contractual Services  
Brittany B. Griffith, Office of the General Counsel  
Charles Ghini, Office of Information Technology  
Ryan West, Chief of Staff

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.