

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

AGENCY: Department of Health

TITLE: Legal Files Case Management Software

Short description of the commodity or service desired: Maintenance of Legal Files case management software for the Office of General Counsel.

CONTACT

Name: Jenny Cooley

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Telephone: 850-245-4530

Email: jenny.cooley@flhealth.gov

Internal tracking number, if any: EXP2234

**Date posted: 12/7/18 @ 10:45am**

**Last day for receipt of information: 12/18/18 @ 10:45am**

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):

81112200: Software maintenance and support

43232200: Content management software

81111809: System installation service

81161501: Software application administration service

81111811: Technical support

Quantity or Term (as appropriate):

One year

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

The Office of General Counsel.

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 Office of General Counsel has a need to purchase maintenance of 147 user licenses and two server licenses of software used for case management activities within the Office of the General Counsel. This software is used in critical processes within the agency. In accordance with Chapter 60A-1.045, Florida Administrative Code, the Department of Health, Office of General Counsels, requests authorization to purchase, as a single source, maintenance, and support for legal files case management from Legal Files Software, Inc.

Intended Single Source:

Legal Files Software, Inc.

Estimated Dollar Amount:

\$53,000

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 Office of General Counsel currently uses Legal Files for its case management activities and owns 147 user licenses and two server licenses. Maintenance and support of the licenses is required for continuity of use.

Legal Files Software, Inc, is the only company capable of providing maintenance and support for its software.

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

Antonio Dawkins, Chief  
Bureau of General Services

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 s.120.57(3), FS.