

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

AGENCY: Department of Highway Safety and Motor Vehicles (DHSMV)

TITLE: Fairfax Imaging, Image Trac 6-Lite, Single Pocket equipped with Quick IBML Input License software
Short description of the commodity or services: High speed scanner hardware, software, and maintenance.

CONTACT

Name: Glenn Mulvaney
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Tallahassee, FL 32399
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Internal tracking number, if any: SS-018-19

Date posted: 04/17/2019

Last day for receipt of information: 4/26/2019

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):

43211711 Scanners
81112300 Computer hardware maintenance and support
81112200 Software maintenance and support

Quantity or Term (as appropriate): 3 Years

Fiscal Year 2018-2019
Fiscal Year 2019-2020
Fiscal Year 2020-2021

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

Michael Sarvis – Bureau of Records – Program Manager

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):

This purchase is for implementation and configuration of Image Trac 6-Lite, Single Pocket scanners provided by Fairfax Imaging with an existing Quick Modules 3.0 software system. The complete turnkey solution includes warranty, shipping, and support maintenance. The hardware and software maintenance is required to ensure the accuracy, productivity and longevity of the scanners. The present scanners are operating on proprietary software provided by Fairfax Imaging, Inc. The current proprietary software system shortens the overall scan time and allows the new machines to adapt to new processes, workflows, as well as integrating with the older BancTec and Kodak high speed document scanners.

Intended Single Source:

Fairfax Imaging, Inc.
2005 Pan Am Circle, Suite 110
Tampa, Florida 33607

Estimated Dollar Amount:

\$250,000.00 (FY18-19) (NOTE: Previous Single Source (SS-003-19) in the amount of \$75,000.00 included in this estimate)
\$100,000.00 (FY19-20)
~~\$250,000.00~~ (FY20-21)
\$600,000.00 Total for 3 years

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's current Banctec and Kodak high speed document scanners are aging and are now considered obsolete. The Department is taking an active and necessary proactive approach by upgrading the scanners to improve the efficiency of the scanning process. These scanners operate on proprietary software created by Fairfax Imaging, Inc., which support the Department's Imaging System, is heavily utilized by the Department, and is crucial for records management. Hardware and software maintenance are necessary to ensure the accuracy, productivity and longevity of the Department's scanners, imaging system and equipment.

The addition of Image Trac 6-Lite, Single Pocket scanners utilizing the same software provided by Fairfax Imaging, Inc., is required to permit the Department to greatly reduce the number of processes currently required to scan documents mailed to the Department. It will also shorten the overall scan time and allow the new machines to adapt to the new processes and workflows enabling the scanners to do a variety of work.

Fairfax Imaging, Inc. is the sole provider of the Quick Modules software and system installed at the Department of Highway Safety and Motor Vehicles. Any replacement of the scanners installed and interfaced, to the Quick Modules system, can only be provided, serviced and maintained by Fairfax Imaging Inc., as the face between the systems (scanner and software) is necessary for the full function of the system.

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

Michael Sarvis – Bureau of Records – Program Manager
Cricket Lee – Procurement Administrator, Bureau of Purchasing and Contracts

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.