



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
The Assessor's - Recorder's Office is requesting an agreement with BMI in order for them to continue hosting and maintaining the Office's digital records on Digital Reel. As well as additional services to add newly acquired documents.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
BMI Imaging, 1115 E. Arques Ave., Sunnyvale, CA 94085
Contact: Mike Aufranc, Direct Sales, mike@bmiimaging.com
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.
Initial 3 year: \$400,000
Optional year 4: \$525,000
Optional year 5: \$650,000
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.
The Digital Reel product is a proprietary document imaging and indexing solution that has been created by BMI imaging and is unique to their company.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
 - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
 - When the contract is with a federal, state, or local governmental agency.
 - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
 - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
 - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.
BMI Imaging converted reel film to electronic images using a process that is unique to BMI (Digital Reel™) which includes hosting and indexing for search and retrieval of imaged products. BMI has hosted our images for the last 4+ years.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.
Fresno County acquired the document scanning and hosting application from BMI Imaging in 2005 by piggybacking on an RFP conducted by the County of San Luis Obispo. BMI Imaging has employed a copyrighted process to image and index documents converted from film and microfiche. In 2016, BMI began hosting all of our images on their own servers, providing future upgrades at no costs.

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Requested By:

Recording Manager

Title

[\[✉ Sign\]](#) Double click!

I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

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Department Head Signature

[\[✉ Sign\]](#) Double click!

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Purchasing Manager Signature

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