



## Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.

International Business Machines Corporation (IBM) provides software, hardware, maintenance, and a variety of services used throughout the County. The Department of Social Services uses FileNet, an enterprise content management system, for document management to optimize the capture, management, and archival of data in compliance with regulatory requirements.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

International Business Machines Corporation (IBM)  
Jennifer Azoulay, Software Subscription & Support Sales Representative  
jazoulay@us.ibm.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.

The total cost of this acquisition is \$5 million for the entire potential five (5) year term (the base three-year term totals \$3,000,000 and each of the optional one-year terms total \$1,000,000).

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

Entering into IBM's Client Relationship Agreement (CRA) allows the County to continue purchasing proprietary software, hardware, maintenance products, and technical support from IBM, including FileNet. Since the FileNet licenses are proprietary, the County's only means of continuing services with FileNet is by purchasing the licenses through IBM.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

The FileNet document management system is used by several departments throughout the County. The IBM equipment and supporting software and maintenance are essential for many applications and functions used by the Internal Services Department to support its Information Technology Service Division's infrastructure as well as the needs of various County departments.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

Products (such as the FileNet licenses), maintenance, technical support, and special services purchased directly from IBM are proprietary and cannot be provided by any other vendor. In order to continue services for these products, the County must establish an agreement with IBM.

rbash 9/12/2019 8:25:44 AM

Requested By:

Title

**I approve this request to sole source for the service(s) and/or product(s) identified herein.**

rbash 9/12/2019 8:25:47 AM

Department Head Signature

gcornuelle 9/13/2019 7:49:46 AM

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Purchasing Manager Signature