Suspension of Competition Acquisition Request

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

   ECS Imaging, Inc. offers Laserfiche licensing and software support. Laserfiche is a document imaging and workflow system that manages digital documents.

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

   ECS Imaging, Inc
   5905 Brockton Ave, Suite C
   Riverside, CA 92506

   Debbi Bodewin
   (951) 787-0831 x109
   debbi@ecsimaging.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 the acquisition is $2,000,000.00 for the potential five-year term of the recommended agreement.

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.

   ECS has provided support and licensing for Laserfiche for the past five (5) years and is uniquely familiar with the County's Laserfiche environment. The County has several unique technical aspects of our software environment that ECS is intimately familiar with as they helped set them up.

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.

   While other support vendors could ostensibly provide the essential support to the application, ECS has unique insight into the setup of the County's software environment which includes 15 servers and 20 databases alongside extensive workflows and many other automated processes. ECS built several of the Laserfiche environments for several of the County's departments and have helped County staff integrate in-house written applications with Laserfiche. While other vendors could be brought up to speed, it would be intensive on staff's time. Additionally, due to the nature of the software and support, the savings that would ostensibly be gained by bidding out the software licensing and support would be very limited. The licensing costs are set by Laserfiche, while the annual support costs account for only a few percent of the total cost. The variance between potential bids will be minimal.

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.

   The Department reached out to several Laserfiche resellers for pricing information, including Bishop Business and General Code. General Code was unresponsive and Bishop Business did not disclose their pricing information.

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seevang2 11/14/2019 8:25:59 AM | Staff Analyst
Requested By: | Title

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

E-PD-048 (02-2013)

rbash 11/15/2019 10:27:06 AM

Department Head Signature

gcornuelle 11/15/2019 2:20:37 PM

Purchasing Manager Signature