



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
The Information Technology Services Department (ITSD) requests to suspend competition to create an agreement for PageCenterX® digital report management software and VPSX Enterprise® scalable output management software with Levi, Ray, & Shoup, Inc. (LRS).
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
The vendor is Levi, Ray, & Shoup, Inc. They are located at 2401 West Monroe Street, Springfield, IL 62704. The vendor contact is Rachel Burdick and she can be reached at Rachel.Burdick@lrs.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 term is for five years (no extension options) and the total cost of the acquisition is \$207,402.
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.  
LRS is the developer of the PageCenterX® and VPSX Enterprise® software and provides the licensing, maintenance, and support for their proprietary products. The County has utilized the VPSX Enterprise® and PageCenterX® software from LRS since 2018 for digital report management and they are familiar with the County's systems. LRS has extensive knowledge of and experience with the County's digital reports, configurations, customizations, and security protocols. This experience was gained in the time-consuming transition to PageCenterX® from the previous software, which took over a year. Replacing LRS with another vendor would negatively impact operations for mainframe applications such as Peoplesoft, Cubs, property tax, and the all state Medi-Cal Eligibility Data System (MEDS). Transitioning to a new software would require additional staff time, costs of implementation, costs of running two systems concurrently, the additional time it would take to re-customize the solution to meet the County's needs, and delay the processing of digital reports; all of which are a disadvantage to the County.
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 \$5,000 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.  
LRS is the developer of the PageCenterX® and VPSX Enterprise® software and provides the licensing, maintenance, and support for their proprietary products. These systems work together to help the County manage reports and ensure that they can be viewed and processed digitally with security. All of the County's financial mainframe applications such as Peoplesoft, Cubs, property tax, as well as the state system MEDS are configured to import and archive data into PageCenterX® for access by all County employees based on established security permissions. Each report could require as many as a dozen different security protocols as not all groups should see the full breadth of data included in the entire report. LRS assisted the County in establishing the security rules that handle each report and report variant. Operations countywide would be negatively impacted without the use of the report software from LRS as access to the County's financial mainframe applications would be severely limited.
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.  
LRS's software solution was implemented over a lengthy period of time and is successfully performing as guaranteed. Due to the proprietary nature of their software, continued use requires that the County maintain an agreement with LRS for the provision of maintenance, licensure, and services. LRS is the only vendor that can provide licenses, maintenance, and services for the established and functioning software solution. While there are other vendors, such as GROM Associates, Inc. and ECS Imaging, Inc., who have similar software solutions, replacing LRS with another vendor to provide a similar software solution would require an extremely costly and time-

consuming transition to ultimately have a vendor who is unfamiliar with the County's applications, configurations, and security protocols. Transitioning to a new software would require an unnecessary use of County resources both financially, as the County would be required to run both new and old software concurrently, and in terms of efficiency as a significant use of manpower would be required to train and familiarize the new vendor with County protocols and customize a new system to meet the County's needs. LRS has proven to be a reliable, cost effective, and capable vendor who provides an outstanding software solution. They have extensive knowledge and experience relating to configurations, customizations, and security protocols that are required to provide digital reports for the County's mainframe applications that PageCenterX® and VPSX Enterprise® interact with on a daily basis.

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Requested By:

Staff Analyst

Title

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

mkerr 4/9/2026 9:55:18 AM

Department Head Signature

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rblackburn 4/17/2026 3:51:02 PM

Purchasing Manager Signature

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