

Andrew J. Meyers  
County Attorney



OFFICE OF THE COUNTY ATTORNEY  
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Fort Lauderdale, Florida 33301

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**MEMORANDUM**

**TO:** Brenda J. Billingsley, Director  
Purchasing Division

**FROM:** Andrew J. Meyers, County Attorney

**DATE:** February 10, 2021

**RE:** Request for  Sole Source  Sole Brand  Only Reasonable Source  
RQM/RQS No.  
Software License, Maintenance, and Support Agreement - iManage LLC

**I. Certification**

I have reviewed the following only reasonable source justification and concur with the subject request, fully understanding the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084."

**II. Business Case Rationale**

Our Office currently subscribes to iManage LLC for our document management system. This valuable system provides a central repository for all electronic documents; permits version control when multiple versions of a document exist and multiple people work on a file; reduces duplicative files maintained by each person resulting in waste of storage space and inconsistent files; permits multiple individuals to work collaboratively on a single document or matter without overwriting each other's work; utilizes the historical documents of the CAO using an effective search mechanism and field-coded document profiles; and reduces risk of inadvertent file and data loss in shared files by accidental deletion of folders or documents. Our current iManage contract expires June 2021.

The Office and the County invested more than \$200,000 to date in purchasing the software and implementing the document management system for our needs. The only ongoing costs for utilization of the system is annual support and maintenance. The iManage system is proprietary to iManage. In light of the continued critical utility of the system, the substantial investment of time and money in procuring the system, and the low cost for ongoing support and maintenance,

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we have determined that iManage remains the only reasonable source for our document management system requirements.

### III. Requested Only Reasonable Source Approval

This Office seeks approval of iManage as an only reasonable source, and requests approval to procure continued Support and Maintenance Services for the system for an additional five (5) years through an amendment to the existing agreement.

It is estimated that the expense for continued Support and Maintenance Services will be approximately \$20,000 per year, for a total of \$100,000 for the requested additional five (5) years. The annual fee for Support and Maintenance Services for the next year is \$17,837.10.

I hereby request that this only reasonable source request be approved.

  
County Attorney

AJM/mm

#### Purchasing Division Recommendation:

It is recommended that this Reasonable Source request be approved. The County Attorney's Office (CAO) currently uses this software/program (iManage, LLC.) for its document management system and has invested over \$200,000 in purchasing the software and implementing the program within the Office. iManage is a proprietary system from iManage, LLC. The CAO estimates that the total costs will be \$100,000 for a five year term. This is within the Purchasing Manager's Award Authority. However, due to the request being five years, it must be approved by the Broward County Board of County Commissioners.

Purchasing Agent:

**BERNADETTE GREEN**  
Digitally signed by BERNADETTE GREEN  
Date: 2021.03.15 14:54:39 -04'00'

Director of Purchasing:

**GLENN MARCOS**  
Digitally signed by GLENN MARCOS  
DN: dc=cty, dc=broward, dc=bc, ou=Organization, ou=BCC, ou=PU, ou=Users, cn=GLENN MARCOS  
Date: 2021.03.22 10:28:18 -04'00'

Purchasing Manager:

**SONIA M. LOVETT**  
Digitally signed by SONIA M. LOVETT  
Date: 2021.03.15 15:08:10 -04'00'