



# Broward County

## Legislation Text

File #: 21-605, Version: 1

### **Broward County Commission Regular Meeting**

**Director's Name:** George Tablack

**Department:** Finance and Administrative Services    **Division:** Purchasing

### Information

#### Requested Action

MOTION TO APPROVE reasonable source designation and standardization for iManage, LLC, for the document management system for the Office of the County Attorney.

#### Why Action is Necessary

In accordance with the Broward County Procurement Code, Section 21.19, the Board is required to approve all standardizations as a Sole Source greater than the award authority of the Director of Purchasing; and pursuant to Section 21.53, the Board is required to approve all contracts for supplies or services of more than five years.

#### What Action Accomplishes

Approves the reasonable source designation and standardization of iManage, LLC, a document management system for the County Attorney.

#### Is this Action Goal Related

No

#### Previous Action Taken

None.

#### Summary Explanation/Background

THE PURCHASING DIVISION AND THE COUNTY ATTORNEY RECOMMEND APPROVAL OF THE ABOVE MOTION.

The purpose of this action is to standardize the County Attorney's Office document management system, iManage WorkSite Server WorkGroup Edition 9.3 ("Worksite"), which provides a central repository for all electronic documents; permits version control when multiple versions of a document exists 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individuals to work collaboratively on a single document or matter without overwriting each other's work; utilizes the historical documents of the County Attorney using an effective search mechanism and field-coded document profiles; and reduces risk of inadvertent file and data loss in shared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.

On February 1, 2016, the Director of Purchasing approved the Only Reasonable Source Memorandum for WorkSite as a document management system for the County Attorney's Office.

On June 3, 2016, the Director of Purchasing approved the Software License, Maintenance and Support Agreement between Broward County and iManage, LLC, for WorkSite.

The term of the agreement began on the effective date and was for a period of three years from the date of Final Acceptance. The County had the option to renew this agreement for two additional one-year terms.

On July 13, 2017, the County Attorney's Office confirmed that the review and final accepted testing of the iManage software had been completed in accordance with the terms of the above-referenced agreement. The Final Acceptance of Worksite became effective June 13, 2017.

On March 22, 2021, the Assistant Director of Purchasing approved the Recommendation for the Most Reasonable Source Memorandum, which requests an additional five-year contract with iManage, LLC (Exhibit 1).

Expenditures to date are \$195,562.

**Source of Additional Information**

Brenda J. Billingsley, Director, Purchasing Division, (954) 357-6070

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

Each requirement processed against the open-end contract will be funded by the appropriate funding source at the time of release. Estimated annual amount of the new contract is \$100,000.

Requisition No. ATT0000149