CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: INFORMATION TECHNOLOGIES,

AGENDA DATE: APRIL 11, 2007

CONTACT PERSON/PHONE: Gerald Gordier, Director , Terrence Freiburg, 541-4313
DISTRICT(S) AFFECTED: ALL

SUBJECT:
APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include $ amount if applicable.
Request that the Purchasing Manager Financial Services, Purchasing Division be authorized to issue a Purchase Order to Professional Document Systems, El Paso, Texas, in the amount of $67,796.00. Professional Document Systems is the local authorized maintenance and software upgrade representative PDS Viewpoint and DocLink Image applications software. Contract period April 11, 2007 through April 10, 2008 and/or any extension thereof.

BACKGROUND / DISCUSSION:
Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Continuing maintaining and upgrading software to the Optical Imaging System that pertaining to weekly payroll, special payroll schedules and storage of Police Department sensitive files.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

Yes, reference sole source procurement as a approved by Council February 3, 2004

AMOUNT AND SOURCE OF FUNDING:
How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

39010351-01101-502202 Information Services, Operating Account, Data Processing Services

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A
N/A

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Gerald Gordier

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

FINANCIAL SERVICES
PURCHASING

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared MATTHEW T. BOWMAN, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is MATTHEW BOWMAN. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: PROFESSIONAL DOCUMENT SYSTEMS
3. The above named company or firm is the sole source of the following item(s), product(s) or service(s).
   PAS VIEW POINT ~~PAS DOCLINK~~
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this bidder is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function
6. **Note: This bidder understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible bidder on this and future solicitations and may result in discontinuation of any/all business with the City of El Paso.**

Signature

SUBSCRIBED AND SWORN to before me on this 21 day of July, 2006.

ANITA R. DOMINGUEZ
NOTARY PUBLIC
In and for the State of Texas
My commission expires
10-06-2009

NOTARY PUBLIC

ANITA DOMINGUEZ
PRINT NAME

MY COMMISSION EXPIRES

COMPANY: PROFESSIONAL DOCUMENT SYSTEMS
ADDRESS: 320 TEXAS AVE 3RD FL
CITY, STATE, ZIP CODE: EL PASO, TX 79901
FAX NUMBER: 915-593-3181
CONTACT NAME: MATT BOWMAN
WEB ADDRESS: WWW.PASWEST.COM
EMAIL: MBOWMAN@PASWEST.COM
FEDERAL TAX ID NUMBER: 85-0435470
TEXAS SALES TAX NUMBER: 1-85043547 0-7

PROFESSIONAL DOCUMENT SYSTEMS

320 Texas, 3rd Floor
El Paso, TX 79901
Ph: 915-593-3100
Fax: 915-593-3181

2403 San Mateo Blvd P-7
Albuquerque, NM 87110
Ph: 505-872-2222
Fax: 505-872-4949

July 19, 2006

Mr. Terry Freiburg
Director of Procurement
City of El Paso
2 Civic Center 7th Floor
El Paso, Texas 79901

Dear Mr. Freiberg

Professional Document Systems provides the software licensing and annual support for the document imaging system that is currently deployed at the City of El Paso. This is an integrated system comprised of Documentum Application Extender Software, PDS Viewpoint Software, PDS DocLink Software and related hardware components.

The below listed imaging system components have been developed by Professional Document Systems and no other like items or products are available:

1. **PDS "ViewPoint" - Image Search and View** - A user friendly software module designed by PDS to offer search and view capabilities of images scanned and indexed into AX and stored in the SQL environment. ViewPoint will provide non AX clients with the ability to search, view, print or export images at a fraction of the cost of full featured Legato licenses. This Software product will be an integral part of the implementation at all city departments. ViewPoint Licensing, upgrades and support are only available from PDS.
2. **PDS DocLink - Image Enable applications** - PDS has implemented "DocLink" a customized integration program for "JIMS" in the Municipal Court and "Accella" in the DSD department. In addition DocLink will be provided to other departments to facilitate the integration of the imaging components with their respective native software application. DocLink is an intergral part of the overall system and Licensing, upgrades and maintenance are only available from PDS.

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We believe the following items further reinforce sole source purchase justification for additional software component licensing, maintenance and support of the existing system and future expansion of the system.

1. **Consistency in the Cities Imaging applications.** - The PD, Developmental Services, Municipal Court, City Clerks Records and other city departments now utilize the Application Extender (AX) software solution **supplied and supported by Professional Document Systems**. Continued support for the base system (plus the license upgrades) by PDS is essential for the long term stability of the systems. Licensing purchased from outside sources would be cost prohibitive (due to installed license quantity discount) and not maintainable under current Documentum / AX policy.
2. **Computing infrastructure requirements of the City** - The PDS solution is compatible with the existing computer infrastructure of the city. We are utilizing custom programs designed, installed and supported by PDS for critical archive operations.
3. **Customized programming to link their imaging software to our existing legacy system** - As stated above Professional Document Systems has written customized programs within their solution that export and convert images for uploading into our system.
4. **On Going support for critical capture hardware** - PDS currently is under contract for maintenance and support of the Canon line up of scanners and related software in all departments that are currently utilizing the AX imaging system. PDS is the exclusive Canon Imaging Filing Dealer in this area and a Certified Reseller and Service Center for Canon scanners. With the scanners being an integral component of the software document capture process, maintenance, support and trouble shooting by a company that possess knowledge of all system component (i.e. hardware and software) is essential for the ongoing deployment of the imaging system .
5. **AX Reference Sites** - Professional Document Systems has been a reseller of the AX software for over 9 years and has extensive experience with installation, support and customization. In addition PDS is the leader in electronic imaging applications in the government sector. A sample of existing customers can be provided.

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6. Locally based trained technicians and qualified support staff

a. Professional Document Systems maintains three (3) tested Certified Document Imaging Architects (CDIA) on staff . This qualification ensures that the project will be managed by a firm with industry recognized skills and knowledge of complex imaging and computing challenges.

b. In addition, the company will also be supporting the proposed system with three (3) "manufacturer" trained software technicians (AX) and three (3) hardware technicians that are manufacturer trained on the scanning equipment (Canon).

Look forward to working with you and the City of El Paso. If you have any question you can reach me directly at 593-3100. Thank you

Sincerely,

Matt Bowman

Matt Bowman
President