



Bid Waiver Form

Short Description of Goods/Services	LaserFiche Licensing & Maintenance for Forms Module
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Date	09/20/18
Department	Administration/Information Management
Name	John Mueller
Email	mueller.john@countyofdane.com
Phone	608-266-9047
Purchasing Agent	Carolyn Clow

Vendor Name	General Code LLC
Vendor MUNIS #	2885
Requisition #	2232
Requisition Year	2018
Total Cost	\$ 81,420.25
Vendor Quote Attached	<input checked="" type="checkbox"/> Yes – Quote is required to be attached.

Provide a detailed description of the goods/services intended to be purchased:

Rio (LaserFiche) Full User Licenses - 27 @ \$540: \$14,580.00
Rio Forms Authenticated Participants - 530 @ \$63: \$33,390.00
LaserFiche Forms Full User Licenses - 240 @ \$54: \$12,960.00
Rio Forms Portal Add-on: \$7,196.00
Support for Additional Forms Users & Add-on: \$4,290.75
Support for period 12/24/18 to 1/24/19: \$4,903.50
Professional Services (Install, Training, & Management: \$4,100.00

Total: \$81,420.25

This software will be utilized by the Sheriff's office to reduce the amount of paperwork involved with policy updates and acceptance by staff. They will also utilize the benefits of the existing LaserFiche imaging system to store documents in an electronic format.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input checked="" type="checkbox"/>	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
<input type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input type="checkbox"/>	A unique or opportune buying condition exists

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception chosen:

Dane County has utilized the LaserFiche imaging system for 18 years. All licensing and maintenance must be obtained from LaserFiche. LaserFiche uses resellers to furnish support for their product, but the costs for support and licensing are set by LaserFiche. Since LaserFiche is the only vendor that possesses the unique ability to offer the licensing and maintenance for this product, a bid waiver is requested.

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date
\$36,000 or over Personnel & Finance Committee Approval Date	