

## Description of Intended Single Source Purchase

**AGENCY:** Florida Housing Finance Corporation

**TITLE:** OnBase Licensing

**CONTACT:** Contract Administrator  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301  
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**Date Posted:** November 28, 2017

**Time Posted:** 3:30 p.m.

**Term:** January 1, 2018 – December 31, 2018

**Performance and/or Design Requirements:** OnBase is used to store and access documents used in various Florida Housing business processes. It allows for on-line retrieval, automated text indexing for search, and process automation around scanned paper and electronic documents.

**Intended Source:** Hyland Software, Inc.

**Estimated Dollar Amount:** \$32,000

**Justification for Single Source Acquisition:** The OnBase document management system is a core component of Florida Housing's IT architecture. Since submitted and produced documents are critical to Florida Housing's core business processes, this software is integral to operations. Additionally, several supporting systems and critical business processes depend on its continued implementation for proper operations. As the developer of OnBase, Hyland Software, Inc. is the only entity able to provide licensure for this product.

**Approved By:** Florida Housing Finance Corporation's Executive Director, Harold L. Price, III.

This Description of Intended Single Source Purchases is posted in accordance with Rule 67-49.0031, Florida Administrative Code. Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If the Executive Director, after reviewing any information received from prospective vendors, determines that the commodities or contractual services are practically available from a single source, the Corporation shall provide notice of its intended decision to enter into a single-source purchase contract in the manner specified in Section 120.57(3), Fla. Stat.