

Description of Intended Single Source Purchase

AGENCY: Florida Housing Finance Corporation

TITLE: OnBase Enterprise Licensing

CONTACT: Contract Administrator
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Date Posted: June 2, 2025

Time Posted: 11:00 a.m.

Term: July 24, 2024 – July 23, 2025

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 searches, and process automation around both scanned paper and electronic documents. This licensing subscription will grant access to advanced functionality such as mailbox integration, Public Sector Constituency Web Access, SharePoint Web Parts, Application Enabler and the Unity Client.

Intended Source: Hyland Software, Inc.

Estimated Dollar Amount: \$69,582.60 for Enterprise Licensure; \$9,000 for Training Subscription

Justification for Single Source Acquisition: The OnBase document management system is a core component of Florida Housing's IT architecture and is integral to operations, since the documents submitted and produced to the system are critical to Florida Housing's core business processes. Additionally, several supporting systems and 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 Chief Financial Officer, Angeliki G. Sellers

This Description of Intended Single Source Purchases is posted in accordance with Rule 67-49.0031, F.A.C. 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 s. 120.57(3), F.S.