

## Notice of Intended Decision to Enter Into a Single Source Contract

**AGENCY:** Florida Housing Finance Corporation

**TITLE:** OnBase Enterprise Licensing

**CONTACT:** Contract Administrator  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301  
(850) 488-4197  
Contract.Admin@floridahousing.org

**Date Posted:** June 13, 2025

**Time Posted:** 12:15 p.m.

**Commodity or Service Required:** OnBase Enterprise Licensing

**Requestor:** David Hearn, CIO

**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 Price:** \$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

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Ch. 120, F.S.**