

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

#201202-169

As defined in section 34.044, RSMo - Taney County believes there is only a single feasible source for local historical document research, retention, and preservation currently contained within a building / facility that is as close by as possible to the Taney County Courthouse, actual walking distance. Also in place are the necessary computer lines / networking capability to link up and work directly with the Taney County Recorder's Office and other county offices as needed. Said capabilities include, but are not limited to:

- 1.) Indexing scanned records into the Taney County "Docuware" computer.
- 2.) All of the Circuit Clerk's court case records, also scanned / indexed. (Thousands of documents.)
- 3.) Include 130 books with 660 pages each.
- 4.) All above files must be accessible in a fraction of time.
- 5.) Also include records and minutes from the County Clerk's Office.

Therefore the Taney County Commission intends to designate the White River Valley Historical Society as the single feasible source for these purposes unless viable competition is established.

The Taney County Purchasing Department will be overseeing responses to this NOTICE which has a closing date and time of **9:00 AM on Thursday March 29, 2012**. All responses will be reviewed and discussed publicly at that time at the Taney County Courthouse - Commission Hearing Room in Forsyth, MO 65653.

Details or questions concerning this process may be obtained through the Purchasing Dept. at 417-546-7281, by mail to PO Box 1630, Forsyth, MO 65653, by email to rone@co.taney.mo.us, or on the county website at www.taneycounty.org.

Responses should be mailed to the Taney County Purchasing Department, PO Box 1630, Forsyth, MO 65653 or by hand delivery.

Done by the order of the Taney County Commission.

Ron Erickson,
Director of Purchasing
Taney County
Purchasing Dept.



Taney County Purchasing Department
 Attn; Ron Erickson, Director
 132 David Street / P.O. Box 1630
 Phone: 417-546-7281 Fax: 417-546-3931
 E-mail: rone@co.taney.mo.us

SOLE SOURCE / NO SUBSTITUTE FACT SHEET #201202-169

Originating Office:	Taney County Commission / Purchasing / Recorder's Office
Person(s) Requesting: (Services as listed here are needed by these and others.)	Robert Dixon, Recorder of Deeds – Taney County Donna Neely, County Clerk – Taney County Brenda Neal, Circuit Clerk -Taney County
Date Requested:	Wednesday February 29, 2012
Contact Phone Number:	417-546-9021

RESPONSE DEADLINE / DISCUSSION DATE: Thursday March 29, 2012 @ 9:00 AM – Taney County Commission hearing room Forsyth, Missouri 65653. Any/all discussions concerning this process to declare Sole Source, will be held in front of the Taney County Commission with a final determination to be made shortly thereafter.

<i>Vendor Name</i>	White River Valley Historical Society
<i>Vendor Address</i>	PO Box 841, 297 Main Street Forsyth, Missouri 65653
<i>Vendor Phone</i>	417-546-2210
<i>Service Description</i>	Document research, retention, preservation, scanning, & indexing service
<i>Estimated Cost</i>	\$40,000 - \$50,000 (Annually)

Expiration Date: NONE (Ongoing process per the Commission.)

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
 - Only Known Source-Similar service not available from another vendor
 - Equipment or service must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)
 - Other - List (attach additional sheets if necessary)

Thousands of Taney County historical documents, by law, must be researched, preserved, scanned, and indexed by experts who have extensive experience in handling very old documents and brittle paper. The White River Valley Historical Society has staff members who possess this unique knowledge and ability and are readily available within walking distance from the courthouse.

- Briefly describe the service you are requesting and its function. *Service as listed in item # 1 working with several County Departments.*
- Describe the unique features/compatibility of the service that precludes competitive bidding. *The White River Valley Historical Society has provided the service required, as listed in items #1 & #2, they are located within walking distance from the Taney County Courthouse thus able to quickly meet the needs of Taney County Residents who come into the courthouse for a certain document but must be re-directed to their location. They are trained and ready to take on additional requirements as detailed within this document including, but not limited to, data entry within county systems such as "Docuware" and others.*

4. What research has been done to verify this vendor as the only known source? *A simple visual inspection resulted in the fact that there are no other providers of this service within the required proximity of the courthouse. In fact given the unique expertise of the abilities of the staff from the White River Valley Historical Society – we believe no other such provider exists anywhere within southwest Missouri.*

5. Does this vendor have any distributors, dealers, resellers, etc. that sell their service to others?
 - Yes (please attach a list of known sources) *N/A*
 - No

6. Must this service be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain. **YES.** *In fact The White River Valley Historical Society has the unique ability to access the necessary "Docuware" software system in order to accomplish a huge part of the tasks we are requiring within this process, as they have been. Close proximity is a necessary requirement in order to maintain certain system security levels, meet RSMo. requirements, and deliver the service to the public.*

7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product? *Being service related this is desired to be a long term arrangement with eventual upgrades, additional tasks, and modifications to required processes.*

8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s). *Once designated as Sole Source The White River Valley Historical Society will engage / combine their current efforts with respect to the needs of Taney County using existing equipment belonging to Taney County both at the courthouse and their facility – all of which operate in conjunction with each other. Thus the absolute requirement of close proximity for both. Working with thousands documents currently on file within storage locations at the Record's Office, County Clerk's Office, Circuit Clerk's Office and others. Again, all of these locations are within walking distance of The White River Valley Historical Society facility – in fact they are somewhat central to everything.*

9. How has this service been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers. *Previously document research has been done on a case by case process using county employees as well as The White River Valley Historical Society both ways have proven to be expensive and inefficient. Options for scanning, indexing, and storing have been determined to be hard to find, out of our area, and very expensive. Even these few options do not offer all of the solutions we require and have found to be available from The White River Valley Historical Society.*

10. What are the consequences of not securing this specific service? *Extensive increase in costs to the county, possible RSMo. violations due to not being capable of providing requested information within set timeframes required by law, jeopardy of losing hundreds of older documents already in distress, as well as a clear disservice to the residents of Taney County by not overseeing these assets to the best of our ability.*

11. List any other information relevant to the acquisition of this service. *Having The White River Valley Historical Society in place long term to handle these tasks allows experienced individuals who live here, know the process as well as the area, and in fact – in many cases- are part of the local heritage as embedded firmly within many of these documents – will ensure the long term historical significance for our community but also allow a vastly more efficient service for all residents of Taney County and others.*



Taney County, Missouri
SSP#201202-169 Document Research / Retention / Preservation

ADDENDUM #1 - March 1, 2012

This addendum is issued as a notice to add the below information in the Sole Source Procurement Notice of Intent package currently out. Said information is hereby incorporated into and made a part of the Full SSP. Responders are reminded that receipt of this addendum **should** be acknowledged and submitted with any other form of written response elected upon by any/all interested parties..

Specifications for the above noted SSP and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

NOTE: *As an additional requirement to each and every item listed in the NOI / SSP Fact Sheet, the Taney County Commission would like to see a monthly progress report or "Run Rate" document included. The purpose of this document will be to insure that minimum legal requirements are being met as well as clear indications as to the progress being made on this very large undertaking. Design of this reporting mechanism will be the responsibility of both parties working together and agreeing upon a final form to list key indicators. Please submit any questions concerning this or other points pertaining to this project as soon as possible.*

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

Responder has examined copy of Addendum #1 to **SSP#201202-169 Document Research / Retention / Preservation**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____