



**NOTICE OF INTENT TO DECLARE SINGLE SOURCE PROVIDER No. 201508-314**

**ORIGINATING OFFICE:** Recorder of Deeds, Taney County Missouri  
**PERSON(S) REQUESTING:** Robert Dixon, Taney County Recorder  
**CONTACT PHONE :** 417-546-7234  
**DATE RELEASED:** Wednesday August 19, 2015  
**DEADLINE / DISCUSSION DATE:** Monday September 14, 2015 @ 9:30 AM  
**DISCUSSION LOCATION:** Taney County Commission Hearing Room  
 132 David Street Forsyth, Missouri 65653

Any/all discussions concerning this process to declare Sole Source will be held in front of the Taney County Commission, on above date & time. Interested parties as well as the public in general are welcome. A final determination to declare will be made shortly thereafter in lieu of, or lack thereof, alternatives being presented.

Vendor Name	Missouri Document Solutions
Vendor Address	3230 D South National Springfield, Mo. 65807
Vendor Phone	417-823-9091 FAX: 417-823-9925
Service Description	Main County Wide Document Processing Computer System
Estimated Cost	\$30,000.00 annual average.

The following is a list of questions to 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.

1. 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 - Software offers the following, but not limited to:
  
2. Describe the unique features/compatibility of the service that precludes competitive bidding. *Missouri Document Solutions has been the service / supplier Vendor for this software for over 12 years supplying the needed software currently in place to handle numerous department document processing needs for Taney County.*
  
3. What research has been done to verify this vendor as the only known source? *It is common knowledge that there are no other software solutions as those offered by Missouri Document Solutions available to handle our existing / current needs and requirements for our document processing system. Their software is proprietary and exclusive.*

SSP#201508-314 Docuware Software

4. Does this vendor have any distributors or dealers that sell their service to others?  
 Yes (please attach a list of known sources)  
 No
5. 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.** *Missouri Document Solutions has the unique ability to deliver the necessary upgrades to Taney County for existing software systems in order to accomplish a huge part of the tasks we are requiring. Also being provided are required subscriptions, licenses, maintenance and training.*
6. Once this declaration is approved, what additional upgrades, additions, or supplies is anticipated or projected over the useful life of this product? *This will be an ongoing arrangement with eventual upgrades, additional tasks, and modifications to required processes. Also mandatory conversion to "Docuware 6.7" is required shortly in order to ensure access for new document entry as continuing access to millions of documents now entered into this system.*
7. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? *Originally purchased via a Bid process in 2003. What additional, related, sole source purchases have occurred since the initial purchase? Ongoing upgrades and required license renewals for county employees.*
8. How has this service been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers. *N/A.*
9. What are the consequences of not securing this specific service? *Extensive increase in costs to the county in excess of \$100,000 possibly, potential statute violations due to not being capable of providing requested information within set timeframes required by law, jeopardy of losing all current levels of operational efficiency resulting in lost time, money, and fewer completed services for the residents of Taney County.*
10. Additional reasons supporting the continuation of this service. *Securing this service, via license renewals, upgrades, etc, ensures continuation of the current efficiency levels for county wide document processing within Taney County's existing operational computer system. Currently over 550 licensed users in the general public would be negatively impacted by terminating or replacing this system.*

NOTE: If any possible viable competition has been established resulting from responses received during this process that meets / exceeds ALL requirements as set forth within this document please circle "YES" here and attach details in writing to this SSP. Otherwise a motion will be made by the Taney County Commission to finalize this declaration by a signature below designating listed Vendor on page 1, as a "Single Feasible Sole Source" available to provide those said services listed within this SSP as well as within any necessary or required approved contracts that may follow...

Commission Approval:

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Signature

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Date