Purchasing Department
160 N. Main, Suite 1109
Memphis, TN 38103
(901) 545-4360
Fax: (901) 545-3999

Shelby County
Tennessee

A C Wharton, Jr., Mayor

Memo

To: Honorable A C Wharton, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: August 29, 2007

Re: Single/Sole Source- Casto Information Management Systems (CIMS)

CIMS provides the current document management support and professional support for Shelby County Government's document management system. CIMS has worked to build custom application components to integrate with the functions of Shelby County Government's system.

CIMS is the manufacturer and sole distributor of the current system being used by IT. CIMS maintains, develops, markets and supports the software as a sole source provider.

Please approve or disapprove this sole source request by signing in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 8/30/07

A C WHARTON, JR., MAYOR

Purchasing Department
160 N. Main, Suite 550
Memphis, TN 38103
(901) 545-4360
Fax: (901) 545-4531

Shelby County
Tennessee

A C Wharton, Jr., Mayor

Memorandum

To: Eddie W. Gentry, Manager
Development Center, Info Tech

From: Clifton Davis, Administrator
Purchasing Department

Date: September 5, 2007

Re: Single/Sole Source - Casto Information Management Systems (CIMS)

Mayor Wharton has approved CIMS as a single source provider for maintenance on existing CIMS designed and customized systems and document management hardware and software. I have enclosed a copy of the executed sole source document.

If you have any questions, let me know.

CD/shw

Enclosures

cc: Joe Jackson, Administrator, Info Tech
Mary Bright, Assistant County Attorney

SHELBY COUNTY GOVERNMENT

INFORMATION TECHNOLOGY
DEPARTMENTAL COMMUNICATION

TO: Clifton Davis, Administrator
Purchasing Department

FROM: Eddie W. Gentry, Manager
Development Center

Joe Jackson, Administrator
Information Technology

DATE: August 28, 2007

SUBJECT: **SINGLE SOURCE DESIGNATION OF Company Casto Information Management Systems (CIMS).**

This SINGLE SOURCE request is based on the following factors;

1. Casto Information Management Systems (CIMS) provides our current document management maintenance support through previous contracts, and have provided professional support and customization services to those business products since the beginning. They have also worked to build custom applications that include web application components integrated with document management functions. CIMS also provides maintenance to hardware that has been acquired to accomplish document management tasks.

2. CIMS also has a reseller agreement with HYLAND, Inc., manufacturer of OnBase. HYLAND products are a major component of Shelby County's Document Management System. This reseller agreement protects CIMS and its customers against infringement from other HYLAND products resellers.

3. This request is for maintenance on existing CIMS designed and customized systems and document management hardware and software and as such, I request that CIMS be designated a SINGLE SOURCE to avoid not only the long and costly bid process, but the costly necessity of switching to another document management platform if another vendor were selected. CIMS already possesses the institutional knowledge and on-site staff to perform the required work.

4. Shelby County Government already has a five year preferred vendor agreement for professional services and hardware and software purchases. We are currently in the third year of that agreement.