



**Shelby County  
Tennessee**

Mark H. Luttrell, Jr., Mayor

# Memo

**To:** Honorable Mark H. Luttrell, Jr.  
Shelby County Mayor

**From:** Clifton Davis, Administrator  
Purchasing Department 

**Date:** April 19, 2016

**Re:** Single/Sole Source- CIMS Global Technology Solutions (CIMS)

The Shelby County's Juvenile Court has a desire to amend the existing agreement with CIMS to provide licensing, maintenance and development of the OnBase document management system in the amount of \$83,000.00 on a single source basis for the renewal period of July 1, 2016 through June 30, 2017.

CIMS created the database and software systems being used. Proprietary tools, techniques and procedures are used to sustain and manage the system. These tools are not available to any other vendors. Therefore, your approval of CIMS as a single source for this equipment is requested.

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

**APPROVED:** 

**APPROVED WITH CHANGES:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**DATE:** 4-22-16

  
\_\_\_\_\_  
Mark H. Luttrell, Jr., Mayor

Cc: Dini Moore