

## Description of Intended Single Source Purchase

**AGENCY:** Florida Housing Finance Corporation

**TITLE:** OnBase Maintenance and Upgrades

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

**Date Posted:** November 5, 2024

**Time Posted:** 3:00 p.m.

Term: Est. November 12, 2024 – December 31, 2025

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.

Florida Housing has an immediate need to begin a project to restore documents that were erroneously purged from the Corporation's OnBase software. Additionally, over the course of the next year, Florida Housing's Information Technology Systems staff estimates a need for an upgrade to the OnBase system and has also budgeted additional funds for consulting work to help fix any other emergent issues.

Intended Source: DataBank IMX

Estimated Dollar Amount: \$10,000 for Purged Document Restoration Project  
\$18,000 for upgrades needed in 2025  
\$30,000 for maintenance needs throughout 2025

Justification for Single Source Acquisition: Florida Housing uses OnBase as its document management system. Hyland Software, Inc., the developer of OnBase maintain a team of Certified Solution Providers and requires that one be registered to each user. DataBank IMX is Florida Housing's registered Certified Solution Provider.

Approved By: Florida Housing Finance Corporation's Chief Financial Officer, Angeliki G. Sellers

This Description of Intended Single Source Purchases is posted in accordance with Rule 67-49.0031, Florida Administrative Code. Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If the Executive Director, after reviewing any information received from prospective vendors, determines that the commodities or contractual services are practically available from a single source, the Corporation shall provide notice of its intended decision to enter into a single-source purchase contract in the manner specified in Section 120.57(3), Fla. Stat.