

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

Purchasing Use Only:	
Approval#:	160509

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:		
	State Agency: <i>State Library, Archives and Public Records</i>		
	<i>Contact Name and Title</i>	<i>Phone Number</i>	<i>Email Address</i>
	<i>Jeffrey Kintop, Acting Administrator</i>	<i>684-3410</i>	<i>jkintop@admin.nv.gov</i>
	<i>Alexa Marangi, Program Officer I</i>	<i>684-0241</i>	<i>aemarangi@admin.nv.gov</i>

1b	Vendor Information:	
	Identify Vendor:	<i>High Desert Microimaging</i>
	Contact Name:	<i>Meg Miller</i>
	Address:	<i>1225 Financial Blvd.</i>
	Telephone Number:	<i>775-359-6980</i>
	Email Address:	<i>meg@highdesertmicroimaging.com</i>

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	<i>Sole Source</i>
	Professional Service Exemption:	

1d	Contract Information:			
	Is this a new Contract?	Yes	<input checked="" type="checkbox"/>	No
	Amendment:	#		
	CETS:	#		

1e	Term:			
	One (1) Time Purchase:	<input checked="" type="checkbox"/>		
	Contract:	Start Date:		End Date:

1f	Funding:	
	State Appropriated:	
	Federal Funds:	
	Grant Funds:	
	Other (Explain):	<i>Gift Funds</i>

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	<i>\$15,150</i>

2	Provide a description of work/services to be performed or commodity/good to be purchased:
	<i>Onsite visit for deployment and training of AXWM Process</i>

3	What are the unique features/qualifications required for this service or good that are not available from any other vendor:
	<i>NSLAPR has been using a software called Documentum to manage electronic records of state agencies for years. Agencies access their records remotely using Application our current Extender (AX). High Desert MicroImaging (High Desert) is the only local vendor for this software and is our local support We are trying to leverage our current applications and are doing a pilot project using the Documentum Workflow module, which is an add-on module for which is an existing program currently in use. High Desert is our software support for Documentum/Application Extender and has created custom codes for the other software and it is anticipated that additional coding will be required for the Workflow software. It is vital that the vendor who developed and implemented the current custom codes be the same vendor to install and maintain the new Workflow software to ensure the integration is seamless.</i>

4	Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:
	<i>High Desert MicroImaging is the only vendor for the Workflow software. By purchasing from a vendor that is not locally operated, the maintenance fees increase for the cost of onsite visits. The new vendor would not have access to the custom codes and would potentially need to re-create the codes to try to ensure the current software can interact with the Workflow software. Custom codes to software will greatly increase the cost of the project.</i>

5	Were alternative services or commodities evaluated? Check One.	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
	a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i>				
	b. <i>If not, why were alternatives not evaluated?</i>				
	<i>High Desert MicroImaging is the software support for our existing software. A new vendor would not have access to the custom codes and would potentially need to re-create the codes to try to ensure the current software can interact with the Workflow software. Custom codes to software will greatly increase the cost of the project. High Desert MicroImaging is the only vendor for the Workflow software. By purchasing from a vendor that is not locally operated, the maintenance fees increase for the cost of onsite visits.</i>				

6	Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of <u>ALL</u> previous waivers must accompany this request.	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
	a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i>				

	<i>Term Start and End Dates</i>	<i>Value</i>	<i>Short Description</i>	<i>Type of Procurement (RFP, RFQ, Waiver)</i>
		\$		
		\$		
		\$		
		\$		
		\$		

7	What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
	<i>High Desert MicroImaging is the software support for our existing software. NSLAPR pays them for software licensing and support. It could potentially be costly to have another vendor reprogram the existing custom coding the Library already owns from High Desert MicroImaging.</i>

8	What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?
	<i>High Desert MicroImaging is the software support for our existing software. Purchasing comparable software from other vendors would require NSLAPR to replace the Application Extender/ Documentum system that is already owned, in place, and being used by several state agencies.</i>

9	Will this purchase obligate the State to this vendor for future purchases? Check One.	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	a. <i>If yes, please provide details regarding future obligations or needs.</i>				
	<i>Workflow is a pilot program for NSLAPR in conjunction with Risk Management. After the completion of the pilot program, NSLAPR will evaluate the project. If successful, it intends for this software to be utilized by multiple State agencies. With that intent, future costs will include annual maintenance fees and additional user (seats) costs. NSLAPR staff are pursuing training for future projects, but additional custom coding might be needed to adjust for the unique requirements of the various agencies. NSLAPR will not own the custom coding and will be relying on High Desert for maintenance, upkeep, technical support and any possible future training.</i>				

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.

Amanda Williams
Agency Representative Initiating Request

Amanda Williams
Print Name of Agency Representative Initiating Request

4/15/16
Date

[Signature]
Signature of Agency Head Authorizing Request

4-15-16

Jeffrey Kintop
Print Name of Agency Head Authorizing Request

4-15-16
Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. This signature does not exempt your agency from any other processes that may be required.

[Signature]
Name of agency or entity who provided information or review:

Representative Providing Review

Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:

[Signature]
Administrator, Purchasing Division or Designee

5-23-2016
Date