

## NOTICE OF SOLE SOURCE PROCUREMENT

Date: Monday, August 10, 2009

Vendor/Contractor: Unity Business Systems

Contract Amount: \$50,570.00

Description of Services: LaserFiche Software Support

Sole Source Determination: Only company authorized to support Laserfiche in our region.

Date of Award: TBD

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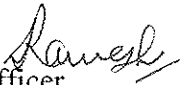
# VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

## DEPARTMENT OF TECHNOLOGY

### MEMORANDUM

TO: J. Kevin Beardsley, Purchasing Agent  
Purchasing Services

FROM: Ramesh K. Kapoor   
Chief Information Officer

SUBJECT: Sole Source Purchase – Unity Business Systems

DATE: August 10, 2009

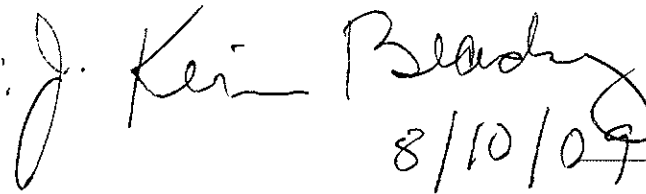
Please approve sole source procurement of annual support for LaserFiche Document Imaging system from Unity Business Systems. To the best of our knowledge, Unity Business Systems is the only vendor authorized by the owner of the LaserFiche system to re-sell and support in our region.

The current support contract for LaserFiche Document Imaging will expire on September 28, 2009. The cost of annual support for this system is \$50,570 for the renewal term.

This support includes Technical Support via telephone during normal working days on a first-in first-out basis. Services provided under this agreement are operational consulting and assistance, warranty issues (including program defect and/or problem determination), program maintenance, and periodic update releases.

Thank you for your consideration of this matter. Please advise if you need additional information.

cc: Mary Smith, Coordinator, Technical Services

Approved:   
8/10/09

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