

Donald J. Lee, Jr.

Chief of Police



Key West

**POLICE DEPARTMENT**

**TO:** Sue Snider, Purchasing Agent

**FROM:** Captain J.R. Torres

**DATE:** November 14, 2012

**RE:** Advanced Processing & Imaging, Inc., Electronic Document Scanning Management System

Pursuant to purchasing Code 2-844 relating to Brand Name Specifications, "Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item will satisfy the City's needs."

Additionally, "The Purchasing Agent shall seek to identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the sole source procurement provisions of section 2-797".

The Advanced Processing and Imaging Electronic Document Scanning Management System has been chosen to meet the electronic filing system requirements of the Key West Police Department. This purchase is the continuation, or "phase II" of this project originally funded by a grant and partially purchased in FY 11/12.

Purchasing Code 2-797 (1) b. states, "A contract may be awarded without competition when the department head makes a written determination and the purchasing agent verifies that, after conducting a good faith review of available sources, there is only one source for the required commodity or contractual service."

After a good faith review, this confirms that Advanced Processing & Imaging, Inc. is the sole provider of the Electronic Document Scanning Management System currently being used by the Key West Police Department.

Sue Snider, Purchasing Agent

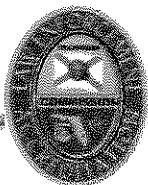
11/14/12

Date

Mark Furigan, Asst. City Manager

11/14/12

Date



**RESPECT - INTEGRITY - FAIRNESS**

