

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: April 24, 2024

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Waiver of Bid Requirement for Archiving Software

BACKGROUND:

The Information Technology Department has been utilizing a specific software program since 2021 for the archiving of text and social media messages and documents, to ensure compliance with F.S. 119. The program is not available under any cooperative agreement, and the previous terms have been authorized under the Purchasing Manager's \$35,000 authorization level, with the requirement for bids waived.

Information relating to computer software and systems is exempt from public disclosure, under the State Cybersecurity Act, as described in section 282.318, Florida Statute.

DISCUSSION:

The current service term expires on June 21, 2024. Because a renewal term will increase the cumulative amount paid for the software above the County Administrator's \$75,000 authority, and because the quote for the upcoming term exceeds the \$35,000 bid threshold, staff requests the Board waive the requirement for bids, to ensure continuity of the program. The vendor accepts purchase orders for renewals, and is not requesting execution of any additional documents. All quotes and purchase orders are available for the Board's review in the Purchasing Division.

FUNDING:

Funding for the software is available in the Informational Technology Fund/Information Systems/Computer Software Account 50524113-035120. The final cost may change, based on a final count and type of devices that need to be added to the program.

GL	Name	FY 23/24 Available
50524113-035120	Information Technology Fund/Information Systems/Computer Software	\$35,115

RECOMMENDATION:

Staff recommends the Board waive the requirement for bids for the archiving software, and authorize the Purchasing Division to issue Purchase Orders annually, as funds are approved by Budget, for the renewal of the services from the current provider.