



## Interoffice Memorandum

August 17, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: 

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,  
Procurement Division

CONTACT: Sheri Blanton, Forensic Program Administrator, Health Services Department  
407-836-9432

SUBJECT: Approval of Purchase Order M105060, Software Application  
Customization/Configuration and Related Services for the Medical Examiner

### ACTION REQUESTED:

Approval of Purchase Order M105060, Software Application Customization/Configuration and Related Services for the Medical Examiner, with Vertiq Software LLC in the not-to-exceed amount of \$226,301.

### PROCUREMENT:

This purchase order provides a system upgrade with data migration to the hosted environment for 30 users at the Medical Examiner's office. This case management system houses all of the decedent information in the three case types completed as part of the statutory requirement under Florida Statutes Chapter 406.11 (medical examinations, investigations, and autopsies). Host and user fee coverage for the 12-month period will begin once the system goes live.

### FUNDING:

Funding is available in account number 0001-060-2530-3192.

### APPROVALS:

The Health Services Department concurs with this recommendation.

### REMARKS:

Staff has determined that the quoted price from Vertiq Software LLC services is reasonable based on market analysis and comparing current existing contract prices with the State of West Virginia and Marion County, Florida. Vertiq Software LLC meets all specifications and other requirements of the County. Therefore, recommendation for award is made to Vertiq Software LLC.