



Tony Warkoczewski
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To: Peggy Steeno, Director - Finance
Robert Barwick, Senior Buyer

From: Tony Warkoczewski, Director of Information Technology

RE: Single Source Request for Fortis to DocuWare Conversion Services

Date: November 1, 2017

This letter is to recommend the single source purchase of services from DocuWare to migrate our existing document management system (Fortis) to an upgraded product, DocuWare. DocuWare, the company having purchased the Fortis product, is the most qualified vendor to perform this work.

The cost they have quoted for this work is \$16,500 and will be funded from a computer software account 100-1101-517.30.14..

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Tony Warkoczewski".

Tony Warkoczewski
Director of Information Technology