

SAN DIEGO UNIFIED PORT DISTRICT**MEMORANDUM**

Date: March 1, 2019

To: Board of Port Commissioners

Via: Keith Coffey
Chief Technology Officer
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From: Jeff Benedict
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Subject: Sole Source Justification: Documentum / D2

The purpose of this memo is to provide a sole source justification for the Information Technology Department's request to renew the Maintenance and Support Services agreement covering Documentum and D2 provided by Wave Technology Solutions Group. Documentum and D2 are proprietary software of OpenText Inc., which currently only offers the needed support and maintenance to the District through its agent, Wave Technology Solutions Group. If OpenText changes its exclusive support and maintenance provider, the District will be required to procure such through the new provider.

The Port relies on Documentum and D2 for providing the primary document repository and associated document management services. All official public records managed by The Office of the District Clerk currently reside in Documentum and are accessed and managed via D2.

The District's Information Technology Department is currently working on a project to replace the Document Management System with a solution that is aligned with the District's requirements and IT Strategy. The objective of this implementation is to provide an efficient, collaborative and reliable system which meets the needs and requirements of the District and its users, by streamlining document management and records retention operations from document creation to final record approval and long-term retention.

While the project to replace the District's current document management solution is ongoing, it is important to continue the maintenance and support of the existing production Document Management platform. Doing so will ensure that District staff and the public have the necessary access to public records. Thus, staff requests the renewal of the Maintenance and Support Services agreement covering Documentum and D2 over the next two years.