

**NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

This Notice of Intended Decision to Enter into a Single Source Contract is posted in accordance with Rule 60A-1.045, Florida Administrative Code, and section 287.057(3), Florida Statutes.

AGENCY: Florida Department of Highway Safety and Motor Vehicles (FLHSMV)

TITLE: Fairfax Software System Solution Upgrades and Maintenance

Short description of the commodity or service desired: Fairfax Software Quick Modules software system upgrade and maintenance.

CONTACT

Name: Alma Sanchez

Address: 2900 Apalachee Parkway, Tallahassee, Florida 32399

Telephone: 850-617-3176

Email: AlmaSanchez@flhsmv.gov

Internal tracking number, if any: FLHSMV-SS-003-27-AD

DMS Single Source number, if applicable: N/A

Date posted: August 11, 2026 **Time Posted:** Refer to the Vendor Information Portal posting

Commodity or Contractual Service Required (commodity or United Nations Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):

81112300: Computer hardware maintenance and support

81112200: Software maintenance and support

Requestor (division, bureau, office, individual, as appropriate):

Angela Lynn, Program Manager, Bureau of Records and Data Management

Performance and/or Design Requirements (intended use, function or application, compatibility, requirements; reference to policy, rule, statute, or other act of the Legislature, as appropriate):

The Department intends to contract with Fairfax Software for the purchase of annual software and hardware maintenance services for the Fairfax Software Quick Modules software and scanning equipment provided by Fairfax Software.

The scanners are heavily utilized by the Department and the imaging process relies on the proprietary scanning software created by Fairfax Software, which is crucial for records management. Hardware and software maintenance are necessary to ensure the accuracy,

productivity and longevity of the Department's scanners, imaging system and equipment. Fairfax Software provides maintenance on the basis of the entire system, not specific components.

The Department also intends to upgrade from Quick Modules 3.0 to Quick Modules 5.0 system. As part of the upgrade, Fairfax Software will perform a complete system review of the existing workflow used today by the Department to ensure successful migration of all features and modules. Quick Modules 5.0 represents the latest technology advances for automated data capture and validation provided by Fairfax Software among many other features increasing efficiencies for the Department.

Intended Single Source:

Fairfax Software
550 North Reo, Suite 202
Tampa, Florida 33609

Price:

\$341,184

Justification for Single Source Purchase (what is necessary and unique about the commodity, contractual service, or source; steps taken to confirm unavailability of competition, as appropriate):

Fairfax Software is the sole provider of the Fairfax Software system solution, which consists of Fairfax Software Quick Modules software and scanning equipment. No other source can provide the hardware and software maintenance required for this system.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):

Angela Lynn, Program Manager, Bureau of Records and Data Management
Stephanie Sanford, Procurement Administrator, Bureau of Purchasing and Contracts

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protests may be filed with the agency by:

Mail: 2900 Apalachee Parkway, Room A-432, MS-02, Tallahassee, FL 32399-0500

Email: AgencyClerk@flhsmv.gov

Fax: N/A