JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>Information Technology</th>
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<tr>
<td>MANUFACTURER</td>
<td>MHC Software, Inc.</td>
<td>PRODUCT #</td>
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DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

Contract for annual maintenance of the Finance and HR Enterprise Content Management System, which is integrated into our ERP system.

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

☐ sole provider of a licensed or patented good or service
☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
☐ sole provider of factory-authorized warranty service
☐ sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
☐ the manufacturer (please detail below or attach information regarding why only this manufacturers product can be used)
☑ the software manufacturer (and sole maintenance/update provider)
☐ other – (please detail below or in an attachment)

REQUESTED SOURCE MHC Software, Inc. CONTACT Teresa Myers
PHONE 800-588-3676 x269 WEBSITE www.mhcsoftwareinc.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR'S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)

In 2015, an Enterprise Content Management System that integrates with the ERP system for Finance and HR was purchased in order to manage their workflow of documents by using image capture, retrieving, and routing of documents. This is for the annual maintenance for electronic W-2s, payroll web delivery, and 1095C tax forms.

HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)

No; this is a proprietary system.

WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)

This is a proprietary system that is being used by a vast majority of other companies who use Infor Lawson as their ERP system. We feel it is well tested by the business community.

Signature on file

DEPARTMENT APPROVAL DATE PURCHASING REVIEW DATE

FORM #7607-008 05/03/10