

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric Hudson

MEMORANDUM

TO: Crystal Creekmore, Procurement Manager – Purchasing & Contracts

FROM: Cedric Hudson, ^{C. Hudson} Interim Director – Planning & Sustainability

DATE: March 24, 2023

SUBJECT: Request to Utilize Sourcewell – Konica-Minolta Contract #090320-KON

The Department of Planning & Sustainability would like to utilize an existing Konica Minolta contract with Sourcewell (piggy-back) for our document digitization project. This project will not exceed \$300,000.

Current State

Dekalb County Department of Planning & Sustainability currently maintains files and plans in hard copy, taking up valuable office space. It is very difficult for the department to locate a specific plan when required. This digitization will provide ease of access and time-savings, office space, as well as enhance productivity. Konica Minolta has performed similar services for the Tax Commissioner's Office, providing similar efficiencies and savings.

Desired Outcome

The benefits of digitization include reducing the time and effort associated with retrieving these records and saving workers' time as they conduct their work in reliance of this vital information. The incidence of lost or misfiled records will be reduced, the long-term archival of the documents will be accomplished, and responsiveness to outside requests will be materially faster.

You will find the following information in the documents attached for your review:

- Statement of Work
- Rates: The discounted rates for BPO (Backfile Scanning & Digitization) fall under Category J Services. Please see attached price list and section 65 of the attached contract.
- Effectives dates: 10/30/2020 thru 11/02/2024 - Please see "Term of Contract" on page 1, of the attached contract.
- How long would the piggyback be used: The piggyback will be open through 11/02/2024; After this date, an official extension may be announced.
- Contract #: 090320-KON

Please let me know if you require any additional information.

Thank you.

Attachments