



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: IT
Department Contact Person: Angela Green Telephone: 404 371-2374
Email: adgreen@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Avolve Software
Estimated Amount of Purchase: \$ 671,760.00
Detailed Description of the Goods or Services to be purchased: ProjectDox

Emergency (For Emergency Requests, Please check this box and answer **all** questions below.)

1. Date and Time of Emergency Occurrence _____

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

ProjectDox is software used by Planning and Sustainability that allow citizens to submit commercial and residential plans (i.e. engineering, construction) electronically for review and approval.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

Yes, as long as Avolve is the vendor for electronic plans the County will be required to purchase support and maintenance from Avolve.

3. Explain the impact to the County or Public if this request is not approved.

Citizens will not be able to submit plans electronically and will be required to visit the office in person for submission. Due to COVID-19 social distancing requirements, it is better to submit plans on-line.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) John Matelski Signature: John A. Matelski Digitally signed by John A. Matelski Date: 2021.04.13 18:31:17 -0400 Date: _____

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) _____ Signature: _____ Date: _____

Procurement Manager (Typed/Printed Name) _____ Signature: _____ Date: _____

Approved **Not Approved**

Signature: _____, Director, Department of Purchasing and Contracting Date: _____

Print Form