



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

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

Requisition Number: _____ Suggested Supplier: Hewlett Packard Enterpri
Estimated Amount of Purchase: \$ 239,504.58
Detailed Description of the Goods or Services to be purchased: 2021 Annual Software, License
and Server Maintenance Support

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):

HPE products and services are proprietary to their manufactured equipment. DeKalb County utilizes HPE services to cover server maintenance and proprietary software licenses used in support of all County business units. Support can only come through HP.

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 the county continues to use Hewlett Packard Enterprise solutions, it will obligate us to Hewlett Packard for future maintenance and support costs. HPE software is proprietary.

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

If this maintenance contract is not renewed, and should an issue arise with any of the equipment/software that is covered under this contract; it would have an adverse impact on the County; and would impact our ability to ensure continuity of operations.

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: 2021.06.07 12:41:56 -0400 Date: 06/07/21

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

Procurement Agent (Typed/Printed Name) Marion Dean Signature: Marion Dean Date: 06/17/2021

Procurement Manager (Typed/Printed Name) Phyllis A. Head Signature: Phyllis A. Head Date: 06/17/2021

Approved Not Approved

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