



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Finance/Utility Customer Operations (UCO)

Department Contact Person: Antoinette Elsberry Telephone: 404 371 2620
Email: aelsberr@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Adapt To Solve (ATS)

Estimated Amount of Purchase: \$ 752,000.00

Detailed Description of the Goods or Services to be purchased: Maintenance Contract renewal 1/1/24-12/31/24
\$180,000 for software, and \$143,000.00 per quarter

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):

The County's utility billing system (CPAK) is a custom proprietary software that was installed in 2004. The system is used for Water & Sewer, Sanitation, Airport, and other Miscellaneous billings.

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.

NA

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

The CPAK System will continue to be the billing system of record until go-live of the EnQuesta replacement system. This request is to ensure we can continue business, have adequate post implementation support, and help to eliminate gaps in revenue collection and billing servicing.

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) Dianne McNabb Signature: Dianne McNabb Digitally signed by Dianne McNabb
Date: 2023.08.08 09:49:25 -0400 Date: _____

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

Procurement Agent (Typed/Printed Name) Brenda H. Redus Signature: Brenda H. Redus Date: 8/18/23

Procurement Manager (Typed/Printed Name) Delois Robinson Signature: Delois Robinson Digitally signed by Delois Robinson
Date: 2023.08.31 09:48:13
+0400 Date: _____

COO: Zachary Williams Signature: _____

Approved Not Approved

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

8/9/2023

Dekalb County Georgia

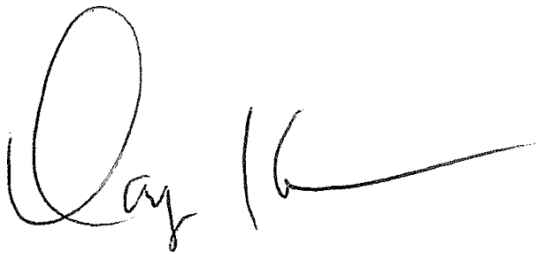
Re: C-Pak Utility Billing Software

To Whom It May Concern:

This is to confirm that the Utility Billing Software currently in use by Dekalb County is a proprietary product of AdaptToSolve, Inc. Only AdaptToSolve is qualified and authorized to service and support this software product.

If you have any further questions, please contact me.

Sincerely,



Doyle Hagler
President
AdaptToSolve, Inc.
dhagler@adapptosolve.com
706-298-2734

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Annual Utility Billing Software Maintenance and Support for upcoming period from January 1, 2024 – December 31, 2024 for the CPAK system.

Demonstration of Contractor’s Unique Qualifications: The CPAK software is proprietary to AdaptToSoft (ATS) and the software publisher is the only source with access to the necessary information to provide maintenance and support.

Section B – To Be Completed by the Department of Purchasing and Contracting

Market Survey Results

Date Public Notice posted on website: 08/10/2023

Date Public Notice closed: 08/17/2023

Review of Offers

Were any offers received (Yes/No):

Number of offers received:

Responders: None

Purchasing Agent review and recommendation:

CPAK will continue to be the County’s utility billing system of record until such time as the “go-live” of the replacement CIS system. Therefore, it is recommended that the County continue with AdaptToSolve CPA 1144683 as they are the proprietary provider of the CPAK Utility Billing Software.

Requested Costs:

- | | |
|--|---------------------|
| ▪ 12-Month Premiums (1/1/2024 - 12/31/2024): | \$572,000.00 |
| ▪ Maintenance: | <u>\$180,000.00</u> |
| TOTAL | \$752,000.00 |

Spend To Date: \$2,226,782.00

Brenda H. Redus
Agent Signature/Date

Digitally signed by Delois
Robinson
Date: 2023.08.31 09:48:30
-04'00'
Delois Robinson
Procurement Manager Signature/Date



ADAPTTOSOLVE, INC

ADAPTIVE SOLUTIONS

111 AIRPORT PARKWAY
LAGRANGE, GA 30240

Phone: 706-298-2734 Fax: 706-298-5015

www.adapttosolve.com

Acct Mgr: Doyle Hagler

QUOTE 39750

Customer: 6387

Date: 08/03/2023 Due: 09/02/2023

Terms: NET 30

Quote Valid Through: 11/30/23

PO#/WO#: NEED PO/DEK MAINT

Contract:

Bill To: DEKALB COUNTY ACCOUNTING SERVICES
UTILITY CUSTOMER OPERATIONS
774 JORDAN LANE SUITE 200
DECATUR, GA 30033

Job Location: DEKALB COUNTY ACCOUNTING SERVICES
UTILITY CUSTOMER OPERATIONS
774 JORDAN LANE SUITE 200
DECATUR, GA 30033

Contact: LYN FERGUSON 770-621-3529

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Shipped Via: F.O.B.:

Dist/Item Code	Reference Description	Quantity	Unit Price	Amount
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AdaptToSolve will extend the current support agreement for one (1) additional year under the terms and conditions of the current contract.

This quote is for routine support only. Software maintenance, custom programming and special projects are quoted separately.

SUPP CONT SW	PREMIUM SUPPORT CONTRACT FIRST Quarter Installment 1/1/2024 - 3/31/2024 - Due Jan 1, 2024			143,000.00
SUPP CONT SW	PREMIUM SUPPORT CONTRACT SECOND Quarter Installment 4/1/2024 - 6/30/2024 - Due Apr 1, 2024			143,000.00
SUPP CONT SW	PREMIUM SUPPORT CONTRACT THIRD Quarter Installment 7/1/2024 - 9/30/2024 - Due Jul 1, 2024			143,000.00
SUPP CONT SW	PREMIUM SUPPORT CONTRACT FOURTH Quarter Installment 10/1/2024 - 12/31/2024 - Due Oct 1, 2024			143,000.00
	GEORGIA SALES TAX GA-DKLB X GA-LOCAL GOVT			

\$572,000.00

Please Sign and Return to Proceed By: _____ Date: _____ PO#: _____

12-Month Premium Support Agreement 1/1/2024 - 12/31/2024 SPECIAL TERMS: 1) Includes first 500 hours of support between 1/1/2024 and 12/31/2024 at no charge (IF paid quarterly in advance) 2) Includes first 1000 hours of support



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Acct Mgr: Doyle Hagler

QUOTE

39749

Customer: 6387

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Terms: NET 30

Quote Valid Through: 09/02/23

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PO#/WO#: NEED PO/DEK MAINT

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770-621-3529

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770-621-3529

Shipped Via:

F.O.B.:

Dist/Item Code

Reference Description

Quantity

Unit Price

Amount

This agreement is for maintenance of the standard software product only. Support, training, custom programming, etc are covered under a separate quote.

MAINT SW	MAINTENANCE CONTRACT Utility Billing, Electronic Commerce	180,000.00
	GEORGIA SALES TAX GA-DKLB X GA-LOCAL GOVT	

\$180,000.00

Please Sign and Return to Proceed By: _____ Date: _____ PO#: _____

12-Month Software Maintenance Agreement 1/1/2024 - 12/31/2024