



**Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Requesting Department: Dekalb County State Court
 Department Contact Person: Troy M. Thompson Telephone: 404 297-4436
 Email: tmtompson@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Pioneer Technology Group
 Estimated Amount of Purchase: \$ 735,350.00
 Detailed Description of the Goods or Services to be purchased: Maintenance Support for the Cour

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):

Benchmark is a wholly owned intellectual property of Pioneer Technology Group and as such is protected by Trademarks/Copyrights. The computer code necessary to maintain the system is not in the public domain and thus, Pioneer is the only entity that can adequately support the Court.

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.

No. The initial purchase obligated us to this particular vendor but this will be a further extension of the decision and choice we made when we procured the Case Management System. This extension will be evaluated year to year.

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

The software system and database manages over 1 million court records. We process over 10,000 citations a month and without support the Court and County will be at risk of not being able to function on a daily, weekly and monthly basis.

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) Troy M. Thompson Signature: _____ Date: 9/27/17

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

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

Procurement Manager (Typed/Printed Name) Phyllis A Head Signature: [Signature] Date: 9/28/17

Approved Not Approved

Signature: [Signature], Director, Department of Purchasing and Contracting Date: 9/29/17