



**DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form**

<b>User Department: Finance</b>	<b>From: Purchasing &amp; Contracting</b>
<b>RFP No.: 18-500489</b>	<b>Title: Inventory of Capital Assets</b>
<b>Effective Date: January 25, 2019</b>	<b>Expiration Date: December 31, 2023</b>
<b>Contract APPROVED Amount: \$709,100.00</b>	<b>Number of Change Orders to Date: 3</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
HCA Asset Management	1136419	Yes

**User Department Recommendation:** Renew  Bid  Increase  Decrease

Funding for Renewal Term:   \$210,000    
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General  Enterprise  3 Digit Fund Code   100   SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Due to major staffing shortages and budget constraints, HCA Asset Management services would ensure the continuity of the capital asset management processes and financial reporting requirements. Their services would include:

- o Managing accounting class cost (departments) segregation and equipment update process.
- o Provide a dashboard displaying up-to-the-minute progress and reporting provided for review and management of the data.
- o In addition to a well-established background of the County's capital assets, their staff is knowledgeable of Financial reporting requirements such as the Governmental Accounting Standards Board (GASB).
- o An engagement methodology that will provide consistent Financial and External Audit results.
- o Scheduled on-time delivery of critical accounting information such as project completions.
- o A fixed engagement cost without additional overhead, such as field representatives.
- o A well-proven methodology that will produce maximum cost recovery benefits(see attached proposal).

This request is to extend the contract for the reporting for FY 23-25 to be completed by December 31, 2026.

**Dianne McNabb** Digitally signed by Dianne McNabb  
Date: 2023.09.08 15:34:57 -04'00'

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
**Purchasing and Contracting Signature**

\_\_\_\_\_  
**Date**