



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File ID: 2022-2099

Substitute

10/11/2022

Purchasing Type: Change Order (CO)

Public Hearing: YES NO

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): All

CO - Change Order No. 5 to Contract No. 966523 Local Small Business Enterprise (LSBE) Certification and/or Contract Compliance Services: for use by the Department of Purchasing and Contracting (P&C). This contract consists of the outsourcing of certification and compliance services in accordance with the DeKalb First LSBE Ordinance. This request is to increase the contract funding and term through February 28, 2023. This request also includes a request to ratify an emergency contract extension. Awarded to Georgia Minority Supplier Development Council (GMSDC). Amount Not To Exceed: \$142,577.46.

Information Contact: Michelle Butler, Procurement Manager

Phone Number: (404) 687-3581

PURPOSE:

Awarded by the BOC on January 27, 2015 for an amount not to exceed \$1,390,303.00. On December 10, 2019, the BOC approved Change Order No. 1 for an amount not to exceed \$140,334.16 and to extend the contract for six (6) months. On March 31, 2020, the BOC approved Change Order No. 2 for an amount not to exceed \$46,778.05 and extended the contract for two (2) months. On August 25, 2020, the BOC approved Change Order No. 3 for an amount not to exceed \$280,668.30 and extended the contract for one (1) year. On August 24, 2021, the BOC approved Change Order No. 4 for an amount not to exceed \$280,668.30 and extended the contract for one (1) year. This contract consists of the review, approval, and tracking of LSBE certifications and the monitoring of contracts to ensure compliance with the DeKalb First LSBE Ordinance. This request is to increase the contract funding and term through February 28, 2023 as well as ratify an emergency contract extension.

RECOMMENDATION:

Recommend approval of Change Order No. 5 with:

Georgia Minority Supplier Development Council, 58 Edgewood Ave., NE, Atlanta, GA 30303

Amount Not To Exceed: \$142,577.46

and authorize the Chief Executive Officer to execute the change order and all associated documents.

ADDITIONAL INFORMATION:

1. Contract Effective Date: January 27, 2015
2. Contract Expiration Date: August 31, 2022



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3. Amount Spent To Date: \$2,020,160.41
4. Funding: General - Operating (P&C)

AGENDA NOTES

Solicitation Name and Number	Local Small Business Enterprise (LSBE) Certification and Compliance Services RFP No. 14-500331
Senior Procurement Agent	Jennifer Schofield, NIGP-CPP
Vendor(s) agree to renew under the same prices, terms and conditions	Yes
Solicitation Name, Number and Contract Number of expiring/expired contract	Local Small Business Enterprise (LSBE) Certification and Compliance Services RFP No. 14-500331 CPA No. 966523
Previous Contract Number, Contractor Name and Award Amount	\$2,138,751.81 \$1,390,303.00 – Award \$ 140,334.16 – CO#1 \$ 46,778.05 – CO#2 \$ 280,668.30 – CO#3 \$ 280,668.30 – CO#4
Previous Amount Spent on Expiring/Expired Contract	\$2,020,160.41
Prime Contractor Information and LSBE – Subcontractor (Prime: Company Name, Owner Name and Title, Number years in business and Number of Years doing business with DeKalb County) (LSBE: LSBE Type (DeKalb or MSA, Participation Percentage, Company Name, Owner Name and Title, Address, Type of Work Provided and Number of years in business)	<u>Georgia Minority Supplier Development Council</u> Stacey Key, CEO Years in Business: 35 Years Doing Business with DeKalb: 7 LSBE Participation: Not Required for this Contract
Attachment	<ul style="list-style-type: none"> • Vendor Change Order Proposal

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

User Department: Purchasing & Contracting	From: Purchasing & Contracting
RFP No.: 14-500331	Title: Local Small Business Enterprise (LSBE) Certification and/or Compliance Services
Effective Date: January 27, 2015	Expiration Date: August 31, 2022
Contract APPROVED Amount: \$2,138,751.81	Number of Change Orders to Date: 4

Contractor(s)	Contract No.	Agrees to Extend
Georgia Minority Supplier Development Council	966523	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: **\$142,577.46**

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code _____
CIP Line Item No. (if applicable): _____

Justification:

Purchasing and Contracting is in need of Change Order No. 5 to the above listed contract. This request is to increase the contract funding and term through February 28, 2023.

The contract has expired, however services are still needed. This request is also to ratify an emergency contract extension.

Zachary Williams

Signed by: Zachary L. Williams
Date & Time: 14 Oct. 2022 10:03:40 EDT

10.11.22

Department Director Signature

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Phyllis A. Head

Digitally signed by Phyllis A. Head
Date: 2022.10.14 10:53:22 -0400

10/14/2022

Purchasing and Contracting Signature

for Delois Robinson

Date



October 13, 2022

Ms. Michelle Butler
Lead Procurement Manager
DeKalb County
1300 Commerce Drive
Decatur, GA 30030

Dear Ms. Butler:

At the request of the DeKalb County, Purchasing and Contract Department, GMSDC agrees to extend the contract end date to February 28, 2023, with a not to exceed amount of \$142,577.46. During this time, GMSDC will continue to partner with DeKalb County to provide the following support for the LSBE program:

- Technology to streamline the application process from paper to online
- Providing 24/7 access to the LSBE database and reports
- Developing a compliance process to ensure appropriate use of LSBEs for DeKalb awarded contracts.

Thank you again for the opportunity to serve the constituents of DeKalb County. We look forward to working with you and your team to make this a smooth transition. If you have any questions or concerns, please feel free to contact us.

Sincerely,

Stacey Key

Stacey Key
President and CEO