

**DeKalb County**  
**Department of Purchasing and Contracting**  
**Contract Renewal Request Form**

<b>User Department: Finance</b>	<b>From: Leala Kushner</b>
<b>RFP No.: 15-500346</b>	<b>Title: Print &amp; Mail Services, Electronic Billing Presentment and data processing.</b>
<b>Effective Date: October 2, 2015</b>	<b>Expiration Date: October 15, 2017</b>
<b>Contract APPROVED Amount: \$434,869.65</b>	<b>Number of Renewals to Date: 1</b>

Contractor(s)	Contract No.	Agrees to Extend
Level One, LLC	988895	Yes

<b>User Department Recommendation:</b>	Renew <input type="checkbox"/>	Bid <input type="checkbox"/>
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Funding for Renewal Term: \_\_\_\_\_ \$365,050.00 FY 17- FY18 \_\_\_\_\_  
(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 \_\_\_\_\_ 511 \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

DeKalb County utilizes Level One for : print and Mail services, electronic bill presentment and data processing. Level One also hosts DeKalb County UCO's water and sewer customer portal. . Currently DeKalb County has spent 56% of the total awarded 2016 contract \$434,869.65 YTD (August and September invoices not included). This includes the \$59,620.35 in additional service invoices paid October 2016 at the start of the renewal contract. The approved 2017 contract renewal amount excludes projected mailing services for accounts associated with the DeKalb CEO's "New Day Project". Approximately 18,000 accounts still affected by the "New Day Project" will require at least two additional pieces of mail at \$.397623 per trans minus taxes before resuming normal billing services. The list below is the itemized projection for the new contract for 2017.

**\$365,050.00 ( Includes Annual Cost )**

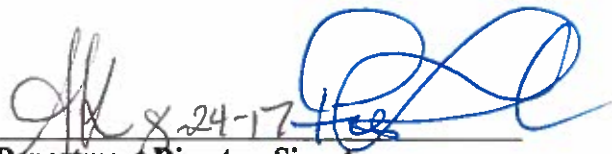
- Mail pieces and Ebills : (\$12k per month) \$144,000
- Annual stock and outer envelopes/return envelopes : \$85,000.00
- Annual stock and outer envelopes /return envelopes for Revenue Protection and installment plans/off cycle bills : \$10,000.00
- Monthly message center updates (average \$300 per month) \$3,600.00
- Installment Plan Development/Testing/Changes ( October 2017- September 2018)- \$2,000.00
- Install plan Development for address/envelopes/ testing for REVPRO- \$2,000.00

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- Ext Payments/Cur Balance file processing for Customer Portal (October 2017- September 2018) \$5,400.00
- National Change of Address Processing (Approx. \$150 Monthly) October 2017- September 2018) \$1,800.00

**New Day Project:**

- Mail pieces that still effected by New Day : (18k x 2 pieces mail @ 0.397623) \$15,000.00
- Stock that is associated with the New Day – additional : \$15,000.00
- Two more New Day customer letters at \$12k each \$24,000.00
- Three more Delay/Held Bill mailing at \$5500/each \$16,500.00
- Delay /Held Billing set up cost-\$250/each \$750.00
- Cost associated with held bills after policy decision (projection): \$40, 000

  
8-24-17

Department Director Signature

8-25-2017

Date

**For Use by Purchasing and Contracting:**

Approve



Deny



**Additional Comments:**



Purchasing and Contracting Signature

8-25-2017

Date