



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Finance/Treasury
 Department Contact Person: Robert Atkins Telephone: _____
 Email: rlatkins@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: LexisNexis Network Inc. (VitalChek)
 Estimated Amount of Purchase: \$ 2,884,000.00
 Detailed Description of the Goods or Services to be purchased: Pay-by-phone/ Pay-by-web/ Pay-by-ivr

☐ **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):

Analogous to our County banking relationship, a change in this vendor prior to enQuesta's implementation, the county's new utility billing system, will further delay the implementation of enQuesta.

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, pay-by-phone/web/ivr service will be a part of the enQuesta implementation. The County is currently working with enQuesta and Invoice Cloud, which will be the vendor whose software will be used for these services.

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

Pay-by-phone/web/ivr would not be a payment option until enQuesta's implementation. There were approximately 450,000 transactions associated with approximately \$100 million in revenue in 2021.

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: 2022.11.01 12:37:13 -04'00' Date: _____

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

Procurement Agent (Typed/Printed Name) Jenifer G. Chapital Signature: Jenifer Chapital Digitally signed by Jenifer Chapital Date: 2022.11.07 10:27:09 -05'00' Date: 11/7/22

Procurement Manager (Typed/Printed Name) Delois Robinson Signature: Delois Robinson Digitally signed by Delois Robinson Date: 2022.11.07 10:39:14 -05'00' Date: 11/7/22

☐ Approved ☐ Not Approved Zachary L. Williams, COO

Zachary Williams

Signed by: Zachary L. Williams
Date & Time: 17 Nov, 2022 13:30:46 EST

Signature: *Michelle Butler*, Director, Department of Purchasing and Contracting Date: _____

Signed by: Michelle N. Butler
Date & Time: 17 Nov, 2022 17:01:56 EST
 P&C Rev. 12/13/2018

Print Form