



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Support Services - Police Records
 Department Contact Person: Angela Tanner Telephone: 770-724-7743
 Email: altanner@dekalbcountyga.gov

Requisition Number: 976044 Suggested Supplier: Business Systems & Cons
 Estimated Amount of Purchase: \$ 285,000.00
 Detailed Description of the Goods or Services to be purchased: _____
 1-SCAN, QA MICROFILM ROLLS @\$15.00 PER ROLL, 5000 ROLLS, 2-DATA ENTRY (indexing), @\$0.15 PER IMAGE, 14,000,000 IMAGES

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):

Digitization of important criminal historical records is imperative. Document spotting and quality compromise can negatively impact the imaging process, failing to keep documents and files from history in mint, viewable condition.

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.

The vendor will collect the microfilm and return the microfilm along with the digitized and indexed files. There will be no third party involved. The vendors' employees who will be involved in this project will have to be vetted by the GBI.

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

This will disable our ability to digitize over 5,000 microfilm documents and data entry cataloging of 14,000,000 images will alleviate the backlog of research requests from record restrictions, latent prints searches and older arrest records for review.

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) Mirsha Ramar Signature: Date: 8/22/22

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: 2022.10.04 11:26:00 -0400 Date: 10/4/22

Procurement Manager (Typed/Printed Name) Delois Robinson Signature: Delois Robinson Digitally signed by Delois Robinson Date: 2022.10.11 09:30:01 -0400 Date: 10/11/22

Approved Not Approved Signature: Zachary Williams, COO

Signed by: Zachary L-Williams
Date & Time: 20 Oct, 2022 11:14:44 EDT

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