



**Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Requesting Department: Innovation & Technology
 Department Contact Person: Angela Green Telephone: 404 371-2374
 Email: adgreen@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Hyland Software, Inc.
 Estimated Amount of Purchase: \$ 400,000.00
 Detailed Description of the Goods or Services to be purchased: Hyland OnBase Software Licenses

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.):

Hyland is the vendor of the OnBase document imaging solution that the county currently utilizes across the enterprise. No other provider makes this software.

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.

This purchase authorizes the county to renew or purchase licenses on an as needed basis based on departmental needs. There is no obligation to make any additional purchases.

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

Inability to procure from this vendor means our large installed base may go unsupported, and new requirements for content management system additional users would be prevented, thus adversely impacting continuity of operations.

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): John Matelski Signature: John A. Matelski Date: 2/14/17

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

Recommendation and Comments

I recommend use of Hyland Software, Inc., as a sole source of the competitively-let GSA Contract GS-35F-4127D for the OnBase software licenses and maintenance. *pdw*

Approved Not Approved

Signature: *Z. L. Clark* Director, Department of Purchasing and Contracting Date: *2/14/17*

(Handwritten mark)