



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: _____
Department Contact Person: _____ Telephone: _____
Email: _____

Requisition Number: _____ Suggested Supplier: _____
Estimated Amount of Purchase: _____
Detailed Description of the Goods or Services to be purchased: Airshow Production Services needed to
timely pay the numerous performers/vendors that are participating in our 2026 Good Neighbor Day Airshow

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):

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.

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

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) _____ Signature: Hunter Hines Date: 4/9/26

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

Procurement Agent (Typed/Printed Name) Marcy Van Kirk Signature: Marcy Van Kirk

Procurement Manager (Typed/Printed Name) Jovan Hooper Signature: Jovan Hooper

Supported Not Supported

Signature: _____, Director, Department of Purchasing and Contracting

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Planning, Coordination and Aviation-Related Events

Demonstration of Contractor’s Unique Qualifications: The Inspire Aviation Foundation partners with local governments, airports, educational institutions, and community organizations to deliver high-impact aviation programming and public events. This includes planning, coordination, and execution of aviation-related events within DeKalb County, such as airshows, fly-ins, STEM-focused educational programs, and aviation seminars that attract local residents and regional visitors. Through its work, Inspire Aviation Foundation supports workforce development, tourism, and public awareness of aviation opportunities, all at no cost to the County

Section B – To Be Completed by the Department of Purchasing and Contracting

Market Survey Results

Date Public Notice posted on website: 03/30/2026

Date Public Notice closed: 04/06/2026

Review of Offers

Were any offers received (Yes/No): Yes

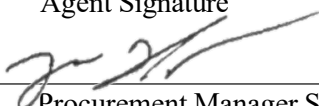
Number of offers received: 1

Responders: Chapter Avenue Productions

Purchasing Technician review and recommendation: Inspire Aviation Foundation possesses unique, aviation-specific experience in the planning, coordination, promotion, and execution of airshows, fly-ins, and similar aviation events. Their services include payment processing, participant coordination, communications, and operational support, all tailored specifically to aviation environments. One (1) responder offered third party consulting support. However, by continuing with this organization, the County can optimize its budget while securing a direct relationship with the organization. Based on market research, as well as considering the specialized nature of these services, Inspire Aviation Foundation is the only local organization that offers this combination of aviation-specific event expertise, financial administration services, and on-site presence, all offered at no additional cost to the County. Due to the, no other known providers can deliver the same level of integrated support within the local area. Recommend approval of the Sole Source Planning, Coordination and Aviation-Related Events with Inspire Aviation Foundation.


Agent Signature

April 8, 2026
Date


Procurement Manager Signature

April 23, 2026
Date

Inspire Aviation Foundation

Dear Jovan Hooper, CPP
Procurement Manager, Team B
DeKalb County Government | Purchasing & Contracting Department,

On behalf of Inspire Aviation Foundation, I am pleased to submit this letter in support of our proposal to serve as the vendor responsible for the disbursement of funds to airshow performers for the upcoming event at DeKalb Peachtree Airport.

Inspire Aviation Foundation is a 501(c)(3) nonprofit organization dedicated to advancing aviation education, community engagement, and economic development throughout the Atlanta region, including DeKalb County. As outlined in our Summary of Services, our organization specializes in the planning, coordination, promotion, and operational support of aviation events, as well as financial administration services on behalf of hosts and partners. We believe we are uniquely qualified for this role for several key reasons:

First, Inspire Aviation Foundation is a specialized aviation-focused organization with direct experience supporting airshows, fly-ins, and aviation events. Our team understands the operational, logistical, and financial nuances involved in managing aviation performers, vendors, and stakeholders, ensuring accuracy, compliance, and professionalism in all financial transactions.

Second, we provide an integrated service model. Beyond payment processing, we actively support participant coordination, communications, and event execution. This allows us to serve as a seamless extension of the County and airport team, reducing administrative burden while improving efficiency and accountability.

Third, and importantly, Inspire Aviation Foundation is offering these services at no cost to DeKalb County. As a nonprofit organization, this work directly aligns with our mission to promote aviation and support community-centered initiatives. By facilitating the successful execution of the airshow, we are contributing to educational outreach, economic activity, and increased public engagement with aviation in DeKalb County.

Finally, we are a locally based organization with daily operations at DeKalb Peachtree Airport. Our on-site presence and established relationships within the local aviation community position us to respond quickly, coordinate effectively, and ensure smooth execution of all financial disbursement activities. We are committed to delivering a transparent, efficient, and professional service that supports the success of the airshow while advancing the County's broader goals.

Thank you for your consideration. We welcome the opportunity to discuss this proposal further.

Sincerely,
Moreno Aguiari
President of the Board of Directors
Inspire Aviation Foundation

A handwritten signature in black ink, appearing to read 'Moreno Aguiari', with a long horizontal line extending to the left.

Inspire Aviation Foundation
Summary of Services for DeKalb County

Inspire Aviation Foundation is a 501(c)(3) nonprofit organization dedicated to advancing aviation education, community engagement, and economic development throughout the Atlanta region, including DeKalb County.

The Foundation partners with local governments, airports, educational institutions, and community organizations to deliver high-impact aviation programming and public events. Through its work, Inspire Aviation Foundation supports workforce development, tourism, and public awareness of aviation opportunities.

Core services include:

- Planning, coordination, and execution of aviation-related events within DeKalb County, including airshows, fly-ins, STEM-focused educational programs, and aviation seminars that attract local residents and regional visitors
- Comprehensive marketing and promotional support to increase event visibility, drive attendance, and enhance DeKalb County's profile as an aviation and innovation hub
- Strategic communications and media relations, including press outreach, public information campaigns, and stakeholder engagement
- Secure payment processing and financial administration on behalf of event hosts, partners, and participating organizations
- Full-service coordination and management of participants, including performers, pilots, exhibitors, sponsors, and vendors
- Development of educational initiatives designed to inspire youth and support pathways into aviation and aerospace careers

Through these services, Inspire Aviation Foundation aims to create meaningful community experiences, support local economic activity, and position DeKalb County as a leader in aviation education and engagement.



Moreno Aguiari
President of the Board of Directors



PLANNING, COORDINATION AND AVIATION-RELATED EVENTS

RELEASE DATE: March 30, 2026

RESPONSE DEADLINE: April 6, 2026, 5:00 pm

Please refer to the project timeline in this document for all important deadlines.

#TBD

Title: Planning, Coordination and Aviation-Related Events

Table Of Contents

1. Sole Source Justification
2. Vendor Response
3. Attachments

Attachments:

A - Sole_Source_Public_Notice_Airport v2

#TBD

Title: Planning, Coordination and Aviation-Related Events

1. Sole Source Justification

1.1. Summary

Procurement Details: The Inspire Aviation Foundation partners with local governments, airports, educational institutions, and community organizations to deliver high-impact aviation programming and public events. This includes planning, coordination, and execution of aviation-related events within DeKalb County, such as airshows, fly-ins, STEM-focused educational programs, and aviation seminars that attract local residents and regional visitors. Through its work, Inspire Aviation Foundation supports workforce development, tourism, and public awareness of aviation opportunities, all at no costs to the County.

Estimated Value: TBD

Term (Years): 1 Year

Vendor: Inspire Aviation Foundation

Justification: Inspire Aviation Foundation is a 501(c)(3) nonprofit organization dedicated to advancing aviation education, community engagement, and economic development throughout the Atlanta region, including DeKalb County.

Core services include but not limited to:

- Comprehensive marketing and promotional support to increase event visibility, drive attendance, and enhance DeKalb County’s profile as an aviation and innovation hub,
- Strategic communications and media relations, including press outreach, public information campaigns, and stakeholder engagement,
- Secure payment processing and financial administration on behalf of event hosts, partners, and participating organizations,
- Full-service coordination and management of participants, including performers, pilots, exhibitors, sponsors, and vendors,
- Development of educational initiatives designed to inspire youth and support pathways into aviation and aerospace careers.

1.2. Timeline

Sole Source Advertisement Release Date	March 30, 2026
Sole Source Advertisement Close Date	April 6, 2026, 5:00pm

2. Vendor Response

Please find vendor guides from OpenGov to support vendor registration and submittal efforts at the following link: <https://opengov.my.site.com/support/s/article/ca6d1285-1e48-4a21-bb0d-715edb7794ed>

If you are still having issues, please reach out to the OpenGov Support Team at support@opengov.com or (650) 336-7167 from 7 AM to 10 PM Eastern.

1. Can the Vendor provide the same services as described at no cost to the County?

Yes

No

2. Response from Vendor

1. A statement regarding their capability to provide the requested goods or services.
2. Distributors and re-sellers are highly encouraged to include a statement from the product manufacturer stating that they are authorized to sell the product.
3. Any other relevant information.