



Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: IT
Department Contact Person: Angela Green Telephone: 404 371-2374
Email: adgreen@dekalbcountga.gov

Requisition Number: Suggested Supplier: Azteca Systems, LLC
Estimated Amount of Purchase: \$ 616,750.00
Detailed Description of the Goods or Services to be purchased: License renewal and additon of enterprise licenses for Cityworks

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:

[Empty dashed box for emergency description]

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

[Empty dashed box for amount justification]

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):

Cityworks is designed, created, and owned exclusively by Azteca Systems, LLC. Azteca Systems, LLC is the sole provider for licensing, maintenance and support services for Cityworks 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.

If we continue using Cityworks.

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

DeKalb County will be unable to standardize on this asset management and customer ticket tracking platform that the county has been using at Watershed for a number of years. This is a best of breed platform, that will allow the county to cost effectively expand customer facing services.

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 A. Matelski Signature: John A. Matelski Date: 10/16/2019

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

Procurement Agent (Typed/Printed Name) Jayan Cooper Signature: [Signature] Date: 11-14-19

Procurement Manager (Typed/Printed Name) [Signature] Signature: [Signature] Date:

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 11/14/19