



May 17, 2022

Phyllis A. Head, NIGP- CPP, CPPB, GCPA  
DeKalb County Government | Purchasing & Contracting Department  
1300 Commerce Drive, 2nd Floor  
Decatur, GA 30030

**RE: Cityworks AMS Support Services Support**

DeKalb County selected, and contracted, Woolpert to provide custom Cityworks Asset Management System (AMS) implementation services for the following departments/divisions: Facilities, Roads and Drainage, Traffic Engineering, and Watershed (Pump Stations and Lift Stations). In addition to the custom implementations, Woolpert was also contracted to complete system integrations between Cityworks AMS and Oracle 311, and Oracle EBS.

The custom implementation of Cityworks AMS for the above groups will streamline their business process and provide a unified platform to share data and generate important business reports. It will give them the ability to share data, track work and costs associated with County-owned assets, and can integrate with other third-party software to streamline workflows to increase efficiencies.

To properly leverage the capabilities of the Cityworks AMS maintenance management system, and to maximize the County's return on investment, it is imperative that the Cityworks AMS enterprise software be supported with the appropriate level of technical expertise. Until the County's staff gains the necessary experience with the enterprise software, Woolpert is willing and able to provide the technical support required.

Additionally, Woolpert is the sole source provider able to provide such support to the County since it was Woolpert who developed and implemented the custom Cityworks AMS solution including the integrations with Oracle. Support services will be clearly outlined within the agreement's scope of services and will include:

- Cityworks AMS custom support
- Problem troubleshooting
- Configuration revisions and modifications
- Integration support and enhancements
- Extension of data migration support

Please let me know if you have any questions or concerns regarding this notice.

Sincerely,  
**Woolpert, Inc.**

  
John Cestnick, IAM, PSM  
Senior Associate, Program Manager  
[John.Cestnick@Woolpert.com](mailto:John.Cestnick@Woolpert.com), C: 305.903.4335

## Public Notice of Proposed Award of Sole Source Procurement

### Section A – Description of Proposed Sole Source Procurement

**Description of Supplies/Services:** Cityworks Asset Management System (AMS) Support Services

**Demonstration of Contractor’s Unique Qualifications.** Woolpert implemented Cityworks and configured it to meet the County’s processes of the specific departments. As a result, they are the only ones with a high degree of familiarity with the setup and inter-dependencies of the software and other systems.

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

#### Market Survey Results

**Date Public Notice posted on website: 06/08/2022**

**Date Public Notice closed: 06/14/2022**

#### Review of Offers

**Were any offers received (Yes/No): No**

**Number of offers received: 0**

**Responders: 0**

**Purchasing Agent review and recommendation:** Recommend award to the single source, Woolpert Inc., 375 Northridge Rd Suite 300, Atlanta, GA 30350  
Amount Not To Exceed: \$225,000.00

The Cityworks AMS System requires annual maintenance and systems updates in order to continue to function efficiently. If not, there is a risk of outage or system malfunction that will directly impact the following departments: Facilities, Road and Drainage, Traffic Engineering, and Watershed (Pump Stations and Lift Stations).

Due to not receiving any offers within the required window along with the sensitive nature of the project, it is the agent’s recommendation that this purchase is approved.

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Manager Signature

\_\_\_\_\_  
Date



## Department of Purchasing and Contracting

### INSTRUCTIONS FOR NON-COMPETITIVE PURCHASE REQUESTS

The Competitive Bidding Process is the preferred method of purchasing good or services. A waiver of this process must be requested on a case by case basis by completing a Non-Competitive Purchase Request Form in its entirety.

The form must be signed by Department Director of the User Department and submitted to the Director of the Department of Purchasing and Contracting by attachment to the requisition in Oracle.

Justification for the waiver must be provided on the request form. Additional pages may be attached if necessary.

Non-Competitive Purchase Requisitions must have a market/price reasonableness determination.

#### **Emergency Purchase Request**

An Emergency Purchase Request is to be used when a User Department seeks goods or services due to an unexpected and urgent request where health and safety or the conservation of public resources is at risk. The request must be completed regardless of the time of the emergency occurrence or dollar amount of the requisition, and must include an explanation as to why the emergency cannot be responded to using the competitive process. Expiration of funds, administrative delay or expiration of a contract or quote is not acceptable criteria for an Emergency Non-Competitive Purchase.

#### **Sole Source Purchase Request**

A Sole Source Purchase Request is to be used when a User Department seeks goods or services from the only qualified vendor or supplier that possesses the unique ability or available capacity to provide the requested goods or services. A vendor may be a sole source when the procurement involves proprietary technology, copyright, or patented information, goods or services. Additional justification for a Sole Source Purchase Request may include the requirement to match piece of existing equipment available only from the same source of original equipment or authorized dealer or an upgrade to existing software only available from the producer of the software;

A Sole Source Public Notice Form shall be posted on the County's website for five (5) business days and the results shall be attached to this Sole Source Purchase Request.



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

Requesting Department: Innovation & Technology

Department Contact Person: Angela Green

Telephone: 470 755-2241

Email: adgreen@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_

Suggested Supplier: Woolpert

Estimated Amount of Purchase: \$ 225,000.00

Detailed Description of the Goods or Services to be purchased: Cityworks Asset Management System (AMS) Support Services

**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):

This vendor implemented Cityworks and configured it to meet the business processes of the specific departments. As a result, they are the only ones with a high degree of familiarity of how the setup and inter-dependencies b/w the software and other systems. They alone can address it.

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. It does not obligate us to this vendor for any future purchases.

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

The configuration of the software must be maintained and works as needed for the departments. If we do not, the system could stop working as designed. For departments like Roads, drainage, transportation and facilities, they will not be able to manage their work in an accountable way.

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by: John A Matelski

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

Procurement Agent (Typed/Printed Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 6/22/22

Procurement Manager (Typed/Printed Name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Signature: \_\_\_\_\_, Director, Department of Purchasing and Contracting Date: \_\_\_\_\_

**Print Form**