

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

DATE: November 21, 2025

TO: Michelle Butler, Chief Procurement Officer, Purchasing & Contracting

THRU: Juliana A. Njoku, Director, Planning & Sustainability

FROM: Brandon White, Deputy Director, Planning & Sustainability
Gary Rhymer, Departmental IT Manager, Planning & Sustainability

SUBJECT: Proposed Amendment/Change Order No. 3 to CPA No. 1363096 Cooperative Agreement for Backfile Scanning and Document Digitization Services

Original Contract Term and Dollar Amount: March 19, 2024, through November 2, 2024, and \$300,000.00

Previous Changes to the Dollar Amount: CO No. 1 Additional \$129,000

Previous Changes to the Term: CO No. 2 Extended to December 31, 2025

Current Cumulative Contract Term and Dollar Amount: Ends December 31, 2025, and \$429,000

Proposed Contract Term and Dollar Amount: Additional \$125,000 and extension to December 31, 2026

Detailed Description of Requested Changes: We are requesting contract extension to CPA No. 1363096, with Konica Minolta Business Solutions for one year to complete Phase II to our records digitalization project.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid: Backfile scanning, and document digitization services addresses the need to maintain and preserve historical records. This extension request will give us more time to complete this project and maintain ongoing digitization tasks.

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: GIS	From: Purchasing & Contracting
ITB/RFP No.: N/A	Title: Cooperative Agreement Purchase for Public Sector and Education Software Solutions with Related Services (Sourcewell Contract No. 090320-KON)
Effective Date: 08/23/2023	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$666,413.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Konica Minolta Business Solutions USA, Inc.	1363096	\$237,845.56

For Use by User Department:
Enter Recommended Change(s) and a Detailed Justification:

The scanning project is in the first phase of the project (proof of concept) and has yet to receive invoicing. 1

+

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 0

Funding Source: General ☒ Enterprise ☐ 3 Digit Fund Code: _____

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

The UD is requesting an extension through 12/31/2026.

Purchasing and Contracting Signature & Date