



**DeKalb County
Department of Purchasing and Contracting
Change Order Request Form**

User Department: Purchasing & Contracting	From: Purchasing & Contracting
CPA No.: 1338634	Title: Sole Source – DeKalb LINKS
Effective Date: August 9, 2023	Expiration Date: August 31, 2024
Contract APPROVED Amount: \$170,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Georgia Minority Supplier Development Council	1338634	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: **\$14,166.67 per month**

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code _____ SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

DeKalb County Government (DCG) is currently under a Software as a Service (SaaS) agreement with the Georgia Minority Supplier Development Council (GMSDC) to provide a software platform and affiliated support to the DeKalb First - Local Small Business Enterprise Program (LSBE). The SaaS contract assists the LSBE Program as it certifies small businesses and monitor contracts for compliance with LSBE participation goals. The LSBE Program is currently transitioning all services, including certifications, re-certifications, compliance, and data compilation, to full oversight and management under the governance of the DCG Purchasing & Contracting Department. The above listed services were formally out-sourced to GMSDC under CPA No. 966523. There is a need to maintain the current SaaS agreement with GMSDC through 1/31/25 as a new cloud-based application system is identified and purchased in support of the LSBE Program. The renewal will allow SaaS services including certifications, recertifications, and compliance monitoring to continue uninterrupted as a new cloud-based application system is identified and purchased.

Funding is calculated at a rate of \$14,166.67 per month. Renewal contract term period is September 1, 2024 - January 31, 2025.

Michelle Butler
Digitally signed by Michelle Butler
DN: cn=Michelle Butler, o=DeKalb County Govt, ou=Purchasing and Contracting, email=mmbutler@dekalbcountyga.gov, c=US
Date: 2024.08.06 17:20:27 -0400
Adobe Acrobat version: 2024.002.20965

Department Director Signature

8.6.24

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Delois Robinson
Digitally signed by Delois Robinson
Robinson
Date: 2024.08.17 12:25:49 -04'00'

August 16, 2024

Purchasing and Contracting Signature

Date