

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: DeKalb LINKS – Customized, cloud-based application designed specifically to allow LSBE applicants to submit their LSBE certification information digitally; includes a Contract Compliance module, creating reports that outline the utilization of LSBE contractors. Each module has been customized specifically for use of DeKalb County.

Demonstration of Contractor’s Unique Qualifications: DeKalb LINKS was created in support of the DeKalb County LSBE Program in accordance with the County’s ordinance. This system was developed during the term of the contract and has been integrated into the County’s system.

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

Market Survey Results

Date Public Notice posted on website: Monday, February 13, 2023

Date Public Notice closed: Friday, February 17, 2023

Review of Offers

Were any offers received (Yes/No): No

Number of offers received: N/A

Responders: N/A

Purchasing Agent review and recommendation: Having posted the request to the website for the required time, no offers were received. This cloud-based application was developed, refined and integrated into the County’s system to assist with the DeKalb First Local Small Business Enterprise (LSBE) program. Current use of the system was included in Contract 966523, expiring February 28, 2023 with the Certification and Compliance Services being brought in-house to DeKalb. Use of this system will allow the LSBE program to continue to utilize the application. No Spend to Date has been associated with the use of this program. With no offers and this being a customized application specific to DeKalb’s LSBE program, I would recommend approval of the Sole Source with Georgia Minority Supplier Development Council’s of the DeKalb LINKS Software as a Service.

Jennifer Schofield

Agent Signature

2.21.2023

Date

DeLois Robinson

Digitally signed by DeLois Robinson
Date: 2023.02.26 22:08:31 -05'00'

2/24/23

Procurement Manager Signature

Date



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Purchasing & Contracting

Department Contact Person: Phyllis Douglas, Esq. Telephone: 404-371-6312
Email: pndouglas@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: GMSDC

Estimated Amount of Purchase: _____

Detailed Description of the Goods or Services to be purchased: DeKalb LINKS - cloud-based application to assist in the certification and compliance of the DeKalb First Local Small Business Enterprise program

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 cloud-based software was designed and implemented by the GA Minority Supplier Development Council (GMSDC) exclusively for use with the DeKalb First Ordinance implementation and the LSBE program.

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.

While not obligated, use of this specially designed LSBE program application will be needed until such time that another contract compliance program is identified and implemented by the DoIT.

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

With bringing the LSBE program in-house, failure to approve will stall the LSBE program service continuation until another contract compliance program is identified and implemented to assist in the Certification, Compliance and Utilization of the LSBE program.

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) Phyllis Douglas Signature: Phyllis Douglas Digitally signed by Phyllis Douglas Date: 2023.02.21 14:19:59 -05'00' Date: _____

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

Procurement Agent (Typed/Printed Name) Jennifer Schofield Signature: Jennifer Schofield Date: 2.21.2023

Procurement Manager (Typed/Printed Name) Delois Robinson Signature: Delois Robinson Digitally signed by Delois Robinson Date: 2023.02.26 22:09:49 -05'00' Date: 2/24/23

Approved Not Approved

Signature: Michelle N. Butler Signed by: Michelle N. Butler Date & Time: 14 Mar. 2023 11:37:12 EDT, Director, Department of Purchasing and Contracting Date: _____
Zachary Williams

P&C Rev. 12/13/2018

Approved Not Approved

Signed by: Zachary L. Williams Date & Time: 20 Mar. 2023 12:57:19 EDT, Zachary L. Williams, COO Date: _____

Print Form



February 8, 2023

Ms. Delois M. Robinson, MBA, CPPO
Procurement Manager – Team C
DeKalb County Government, Purchasing & Contracting Department
1300 Commerce Drive, 2nd Floor
Decatur, GA 30030

RE: SaaS

Dear Ms. Robinson:

On behalf of the Georgia Minority Supplier Development Council, we would like to express our gratitude for the opportunity to serve DeKalb County's business community. For the past seven years, the GMSDC has provided backend technology support for the county's Local Small Business Enterprises program (LSBE). As a result of this partnership, the GMSDC has created the DeKalb LINKS portal and database. DeKalb LINKS is a customized, cloud-based application designed specifically to meet the requirements of DeKalb County and the LSBE Ordinance. The custom portal allows applicants to submit their LSBE certification information digitally and simplifies the review process for the county. DeKalb LINKS also includes a Contract Compliance module, creating reports that outline the utilization of LSBE contractors. Each module in DeKalb LINKS has been customized specifically for the use of DeKalb County only.

We look forward to the opportunity to continue this partnership. If you have any other questions or concerns, please feel free to contact me at stacey@gmsdc.org or 404-589-1822.

Sincerely,

Stacey Key

Stacey Key
Chief Executive Officer and President

Sole Sources

Project Name	DeKalb County GOV CX City 311
Attachments	Sole Source Notice
Contact	Tynia Inu-Umoru, tinuumoru@dekalbcountyga.gov
Project Name	Modify APRTOT on Market Form to Reflect Current Market Value Instead of Value at the Time of Extracted Sale
Attachments	Sole Source Notice
Contact	Sharice Feagins-Bailey, sfbailey@dekalbcountyga.gov
Project Name	Delta DDC System Replacement Parts for HVAC Automation System
Attachments	Sole Source Notice
Contact	Monique McCrear, mcmccrear@dekalbcountyga.gov
Project Name	Prime Radio Tower Site Replacement
Attachments	Sole Source Notice
Contact	Brenda H. Redus, bredus@dekalbcountyga.gov
Project Name	Replacement & Upgrade of Radar Kits
Attachments	Sole Source Notice
Contact	Toneya Dawson, tbdawson@dekalbcountyga.gov
Project Name	Utility Billing System (CPAK)-ATS
Attachments	Sole Source Notice

Contact	Brenda H. Redus, bredus@dekalbcountyga.gov
Project Name	Kofax Software Maintenance and Support
Attachments	Sole Source Notice
Contact	Tynia Inu-Umoru, tinuumoru@dekalbcountyga.gov
Project Name	Kofax Software Hardware & Maintenance and Support
Attachments	Sole Source Notice
Contact	Saharah Allen, snallen@dekalbcountyga.gov
Project Name	Crown Narrow Aisle Counter-Balanced Forklift, Chargers, and Batteries
Attachments	Sole Source Notice
Contact	Sharice Feagins-Bailey, sfbailey@dekalbcountyga.gov
Project Name	Yearly Service, Maintenance, and Parts for Genesis Extrication Tools & Equipment
Attachments	Sole Source Notice
Contact	Monique McCrear, mcmccrear@dekalbcountyga.gov
Project Name	QED Environmental Systems - / Biogas3000 and Biomethane3000 Gas Analyzers
Attachments	Sole Source Notice
Contact	Saharah Allen snallen@dekalbcountyga.gov
Project Name	Annual Maintenance of the LifePak System
Attachments	Sole Source Notice
Contact	Joydan Holley, jmholley@dekalbcountyga.gov
Project Name	DeKalb LINKS

Attachments	Sole Source Notice
Contact	Jennifer Schofield, jjshofield@dekalbcountyga.gov