



Payment Solutions

October 5, 2022

Dekalb County Government
Department of Purchasing and Contracting – 2nd Floor
1300 Commerce Drive
Decatur, GA 30030
Attention: Jenifer Chapital, Procurement Agent

RE: Sole Source Vendor


Dear Ms. Chapital:

This purpose of this letter is to confirm that LexisNexis VitalChek Network Inc. (VitalChek) is the only entity that can, without delay or interruption of services, continue to provide Integrated Web Payment Services and Integrated IVR Payment Services (the "Services") on behalf of Dekalb County Water, Sewer, and Sanitation (Dekalb County). As such, and for the reasons stated below, we believe VitalChek is the Sole Source Provider that can meet the specific needs of the County, to enable it to continue offering the Services to its constituents.

The following are the sole source reason(s):

- VitalChek currently provides proprietary and customized integrated Web Services and integrated IVR services to facilitate the acceptance of payment by card or eCheck to Dekalb County Water, Sewer, and Sanitation.
- Card Network Rules and Operating Guidelines require that a processing agreement must exist between processor and merchant in order to continue processing transactions.
- VitalChek and Dekalb County are each interested in formalizing their contractual relationship to preclude possible termination and prevent interruption of the Services.
- For another entity to provide the Services would require a substantial amount of time to develop a competitive solicitation and in turn to design, develop and implement the Services.
- Contractually documenting the Services will eliminate risk of termination to the County, while it assesses how it would prefer to proceed in the future.

Please let me know if you have any questions or desire any additional information.

DocuSigned by:

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