



## 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: Police  
Department Contact Person: Major D.M. Bentley Telephone: 770 724 7471  
Email: dmbentley@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_ Suggested Supplier: Georgia Power  
Estimated Amount of Purchase: \$ 77,754.96  
Detailed Description of the Goods or Services to be purchased: Installation of security cameras

**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 and 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):

\_\_\_\_\_

We are requesting sole source approval to subscribe to camera security program offered by Georgia Power. This program is a subscription service that includes cameras, LPR units, and software necessary to access the security system. This system is currently utilized by the City of Atlanta

\_\_\_\_\_

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.

\_\_\_\_\_

This program is an installation and subscription service; therefore, we can stop utilizing the system at any time. We are not required to maintain any part of the system including hardware or software. We pay Georgia Power on a monthly basis like paying for street lights or electrical

\_\_\_\_\_

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

\_\_\_\_\_

DeKalb will continue to have difficulty maintaining law and order in high crime areas that have been statistically identified by PD as well as other non-law enforcement entities. DeKalb expends significant money and resources patrolling high crime areas and this type of system acts as a f

\_\_\_\_\_

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) J.H. Lumpkin | Signature: Digitally signed by Joseph H. Lumpkin Jr.  
Date: 2019.07.18 16:55:57 -04'00' | Date: 07/18/21

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

Procurement Agent (Typed/Printed Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Procurement Manager (Typed/Printed Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Not Approved

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

(Additional information, attach pages if required):

**Detailed Description of Goods and Services:**

Installation of security cameras and License Plate Recognition (LPR) units along statistically significant high crime corridors throughout the county. The initial installation will occur on Candler Road.

**Sole Source Justification:**

1. Provide and 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):

We are requesting sole source approval to subscribe to a camera security program offered by Georgia Power. This program is a subscription service that includes cameras, LPR units, and software necessary to access the security system. This system is currently utilized by the City of Atlanta, Brookhaven, Marta, Duluth, Dunwoody, and Sandy Springs. Subscribing to the same service as the surrounding municipalities ensures interoperability necessary to seamlessly share and access key information concerning criminal activities. This type of interoperability helps ensure that DeKalb Public Safety can quickly act in an emergency by using the same exact system as the surrounding police agencies. This system also acts as a force multiplier to gather information about criminal activity quickly and accurately. Accurate information is imperative in solving crimes in a quick and efficient manner.

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.

This program is an installation and subscription service; therefore, we can stop utilizing the system at any time. We are not required to maintain any part of the system including hardware or software. We pay Georgia Power on a monthly basis like paying for street lights or electrical services. Based on the success of the initial implementation PD anticipates expanding to other parts of the county based on criminal statistics. The capacity to receive and share critical systems data and images with the City of Atlanta and the other named jurisdictions would be lost if the proposed system was not maintained.

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

DeKalb will continue to have difficulty maintaining law and order in high crime areas that have been statistically identified by PD as well as other non-law enforcement entities. DeKalb expends significant money and resources patrolling high crime areas and this type of system acts as a force magnifier in investigating and solving crime.