

State Term Contract
Permission Request

Date: State Contract No/URL: Public Contract: STS033, #0214667 Contract Type: STS Over \$50,000 ___X___ Under \$50,000 ___
Requesting Agency: Technology Contact Name: Se Netra Winston Email: Sawinston@columbus.gov

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

The City Attorney's Office requires the ability to automate processing and store information related to legal matters assigned to their office. Given the extensive and urgent need for the continued conversion of legal documents, and lack of sufficient time to complete the competitive bidding process to avoid delays, it is in the City's best interest to request a bid waiver.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

3SG Plus, LLC- \$92,388.10

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved?

Yes. Quotes not required since agency is seeking Council bid waiver.

[Signature] 6/10/25