

**State Term Contract
Permission Request**

Date: _____ State Contract No/URL: Contract Type: Over \$50,000 Under \$50,000 _____
Requesting Agency: Contact Name: Email:

TO BE COMPLETED BY AGENCY:

*Continuation of a records imaging/digitization project.

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.)

3SG has worked on the records digitization project for the City Attorney's Office since 2020. It would not be cost effective to switch vendors in the middle of the project. 3SG has the experience and knowledge now on this project.

Note if this purchase is the continuation of an existing project. **Yes, this is a continuation of a project that was started in 2020. The same vendor has been used since project inception.**

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

The Department of Technology received one proposal for this project from 3SG. This company had been previously involved in a similar project in the City Attorney's Office, thus had the knowledge of the inner-workings of the office. As such, a determination was made to continue with 3SG and waive competitive bids in the original and subsequent ordinances. Previous ordinance nos. are: 1028-2020, 0479-2022 and 1709-2022.

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? ___SSF 09/07/23___

