



JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)

SECTION A

Department: *Atlanta-Fulton Public Library System*

Department Contact: *James B. Jones*

Description of Supplies/Services: *Multi-volume print encyclopedia*

Demonstration of Contractor’s Unique Qualifications:

Indicate the category for the basis of award of a contract without competition: Category H

Describe what work the contractor has been performing: World Book supplies the Library with multiple copies of the print multi-volume general encyclopedia, World Book, which is one of the leading print research sources for students.

Describe the contractor's unique qualifications to perform the work/provide the service: World Book, Inc. publishes World Book, a standard research and homework help source for students from elementary school to college.

Indicate whether the item was originally procured through a competitive process: No.

Indicate the problem or impact to the County if this item is not approved: The World Book Encyclopedia has been used by students for many, many years. This is one of the first resources that students use for their school reports and homework assignments. If the Library does not provide these sets for student use, students will not be able to complete homework and research assignments.

Include documentation from Contractor citing the justification: A sole source letter from the contractor is included.

(Section B must be completed by the Department of Purchasing & Contract Compliance)

SECTION B

MARKET SURVEY

Results of Market Survey

Include resources researched

Date Public Notice posted on website: *Wednesday, May 6, 2015*

Date Public Notice closed: *Wednesday, May 13, 2015*

REVIEW OF OFFER(S)

Were any offers received (Y/N):

Number of offers received:

Respondents:

Date Offers submitted to User Department for review:

User Department review and recommendation:

Purchasing Agent review and recommendation:

CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Felicia Strong-Whitaker, Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Felicia Strong-Whitaker
Director

Date

I, Richard Anderson, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Richard Anderson
County Manager

Date