

**Purchasing Department**  
**Madison County Board of Supervisors**  
**146 West Center Street**  
**Canton, Mississippi 39046**

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601-855-5503  
hardy@madison-co.com

23 May 2016

District 1 Supervisor Sheila Jones  
District 2 Supervisor Trey Baxter  
District 3 Supervisor Gerald Steen  
District 4 Supervisor David Bishop  
District 5 Supervisor Paul Griffin

Subject: Authority to execute Planned Purchase Request with ITS for 911 Upgrade

Dear Board Members:


911 Director Butch Hammack is recommending that Madison County move forward with an upgrade to Madison County's 911 system. The cost is expected to be approximately \$1 million, with the funding coming from 911's Reserve Fund.

The needed equipment is on the Mississippi Department of Information Technology (ITS) E-911 PSAP Express Products List, meaning it is not necessary to advertise for bids. The county may instead purchase the equipment from a vendor on the Express Products List after first obtaining approval from ITS and two or three quotes from approved vendors. Two quotes are required if the cost is between \$500,000 and \$1 million; three quotes are required if the cost is greater than \$1 million.

The first step in the process is to secure the required quotes and then submit a Planned Purchase Request to ITS. I therefore request board authority to execute the request to ITS.

The Planned Purchase Request submitted to ITS does not obligate the county to purchase the 911 upgrade. The actual purchase would be on a future agenda for board approval once ITS has granted their approval.

Sincerely,

  
Hardy Crunk  
Purchase Clerk

## Planned Purchase Request

<b>Project Title: Planned Purchases for FY20</b> _____		<b>ITS Project # (IT Plan):</b> _____		
<b>Stimulus (ARRA) Funds? Yes</b> ___ <b>No</b> ___				
<b>Customer Contact Information</b>				
<b>Agency/Institution:</b> <b>Address:</b>		<b>Contact Person:</b> <b>Phone:</b> <b>Fax:</b> <b>Email Address:</b>		
<b>MAGIC Customer Number (only required from state agencies)</b>		<b>Division/Dept:</b>  <b>Handmail:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Project Summary</b>				
<b>Narrative Description of Project</b>				
<b>Cost Estimates</b>				
<i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>		
<b>Total</b>				
<b>Discuss Funding</b> (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)				
<b>Anticipated Lifecycle of Products/System</b> (i.e. estimate years effective use)				
<b>Acquisition Details</b>				
<b>Items Requested:</b>				
<b>Name</b>	<b>Quantity</b>	<b>Description</b>	<b>EPL Name and Number</b>	<b>Building Location(s)</b>
<b>Describe any project utilization or connectivity to the State's infrastructure</b> (voice/data/video networks; State Data Center; eGovernment portal, payment engine, hosting, co-location; security; VPN, firewalls):				
<b>Progress to Date:</b> What has been done related to this project and utilization?				
<b>Vendors Contacted:</b>				
For a Planned Procurement, you must attach the written quotes received from EPL vendors, accompanied by any substitutions letter(s) if applicable. Also attach a printout of the EPL page(s) containing the product(s) to be acquired and verify that vendor pricing is the same or less than EPL pricing.				
For acquisitions up to \$1,000,000.00, attach a minimum of <b>two</b> vendor quotes. Above \$1,000,000.00, attach a minimum of <b>three</b> vendor quotes.				
<b>Selection and Justification:</b> Indicate the selected vendor(s) from the quotation received.				
<ol style="list-style-type: none"> <li>(1) If the quotes requested were brand-specific, please include documentation on how the manufacturer standard was established. See ITS Procurement Handbook, 0190-030 <i>Setting a Manufacturer Standard</i> for requirements.</li> <li>(2) If quote chosen was not the low cost, provide substantial justification for the selection.</li> </ol>				
There is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS. By my signature I acknowledge that my agency/public university is responsible for these charges/costs.				
Name (Agency Head or Public University CIO)/Title			Signature	Date