

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name: **Information Technology**

Contract # and Title: **99999-SPD-T20120501-0006, Network Equipment**

Date: **07/13/2021**

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

**Justification for this purchase is critical because it will enable continuity of IT operations and improve the resilience of the Fulton County network. Additionally, this will increase the reliability, availability and security of applications/ services for Fulton County Staff and Citizens.**

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.
3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
  - ✓ leveraging benefits of volume purchasing
  - ✓ volume discounts
  - ✓ service delivery requirement advantages
  - ✓ reduction of cycle times
  - ✓ enhanced service specification

Additional information:

**The upgraded network equipment will increase operational efficiency and significantly reduce unexpected downtimes.**

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.  
☐ Yes ☐ No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). ☐ Yes ☐ No
3. Reviewed the cost analysis provided by the User Department and determined the following:
  - ☐ leveraging benefits of volume purchasing
  - ☐ volume discounts
  - ☐ service delivery requirement advantages
  - ☐ reduction of cycle times
  - ☐ enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? ☐ Yes ☐ No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?  
☐ Yes ☐ No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? ☐ Yes ☐ No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? ☐ Yes ☐ No