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MEMORANDUM

To: Mayor and City Council
From: Billy Grogan, Chief of Police
Thru: Warren Hutmacher, City Manager
Date: April 9, 2012
Subject: **Sole Source Vendor Approval**

ITEM DESCRIPTION

Sole Source Vendor for Guidance Software Inc., hardware, software and training.

BACKGROUND

The Dunwoody Police Department is requesting the approval of a sole source purchase of computer forensic equipment, training, and support from Guidance Software Incorporated. The specific equipment requested is one (1) Encase V7, hardware, software, and certification training.

Sole Source approval is requested as this equipment and training certifications are court recognized and accepted federally as well as here in Georgia. In addition Guidance Software products are used by the Georgia Bureau of Investigation and the Dekalb County District Attorney's Office. Standardization of this computer equipment should be maintained with our prosecuting partners in order to ensure effective communication, understanding, and case resolution of complex cases involving computer forensic examination.

FUNDING

This forensic computer hardware, software, training, and support was requested and approved for purchase in the Dunwoody Police Department's 2012 approved budget. The quote for this equipment and training is \$9,898.25.

RECOMMENDED ACTION

At this time, staff recommends the City Council authorize the use of Guidance Software Incorporated to be the Sole Source for purchase of forensic computer, hardware, software, training and support.