

# DeKalb



# County

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Department of Finance

Internal Audit and Licensing

**DATE:** July 21, 2010  
**TO:** Dr. Michael J. Bell, Chief Financial Officer  
**FROM:** Acting Deputy Director of Finance, Internal Audit & Licensing (DIAL)  
**SUBJECT:** e2 Assure LLC, Professional Services Agreement

### **General Information**

"e2 Assure was established in 2008 as a flexible and cost effective professional services firm that focused on State, County, and Local Government organizations, with the objective of improving client organizational efficiency and effectiveness."

"On December 9, 2008, e2 Assure delivered findings of a study on process improvements at the DeKalb County Recorder's Court to the Administration of DeKalb County government. Among their findings was that the Court could have in excess of 330,000 open citations showing in their case management system (SAS) since 2000."

### **Purpose and Scope**

The purpose of our review is to ensure compliance with the bid process procedures for Professional Services at Recorder's Court.

### **Scope**

Our review period covered December 2009 through June 2010. We reviewed the contracts and all of the contract attachments of e2 Assure for 2009 and 2010. We also reviewed Purchasing and Contracting's standard operating procedures.

### **Conclusion**

Based on our review, this contract was awarded as an emergency purchase request, which does not solicit vendors through the bid process. "An emergency exists when there is an actual or potential disruption related to an essential service or other circumstances when supplies or services are needed for immediate use in work that may vitally affect the public health, welfare or safety." Therefore, the bidding process was not used.

### **Comment**

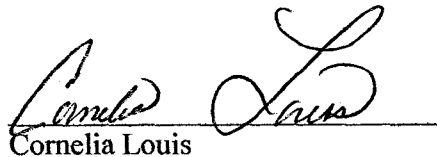
According to the justification of emergency attached with the Emergency Request Form, e2 Assure generated and gathered data from the Recorder's Court's case management system and imaging software for their findings delivered on December 9, 2008. e2 Assure was considered to be the best candidate to further assist Recorder's Court in their efforts in verifying valid Failure

to Appear (FTA) notices; then sending notices to violators to appear in court, thereby recouping any fees owed to the County.

e2 Assure was awarded two contracts. Contract 09-901646 was for services from October 19, 2009 to January 19, 2010; Disbursement amounts are based on 10% of net receivables for 20,000 defendants "whom consultant agree to send Failure to Appear (FTA) notices." The sum of payments is not to exceed \$100,000. Total payments disbursed to e2 Assure for the first contract period were \$29,222. Due to incomplete data in Oracle, \$12,145 invoiced during January 20, 2010 to April 14, 2010, could not be traced to contract 09-901646.

Contract 10-901847 was for services from April 15, 2010 to July 15, 2010; Disbursement amounts are based on 10% of net receivables for 15,000 defendants "whom consultant agrees to send Failure to Appear (FTA) notices." The sum of payments is not to exceed \$58,000. Total payments disbursed to e2 Assure for the contract period were \$45,190.

Sincerely,



Cornelia Louis

Cc: Keith Barker, Chief Operations Officer and Executive Assistant  
William Z. Miller, Public Safety Director  
Honorable Nelly F. Withers, Chief Judge, Records Court  
Joel Gottlieb, Assistant Finance Director

CL/TG