

June 13, 2023

Sent via email: [MFlowers@catalisgov.com](mailto:MFlowers@catalisgov.com)  
Maddie Flowers, Regional Sales Director  
ICON Software Corporation  
3025 Windward Plaza, Suite 200  
Alpharetta, GA 30005

## NOTICE OF AWARD

### Request for Proposal (RFP) No. 22-500613 Electronic Jury Management System (Multi-Year)

Dear Ms. Flowers:

This confirms that the DeKalb County Board of Commissioners at the June 13<sup>th</sup>, 2023, meeting acted to award **RFP No. 22-500613 Electronic Jury Management System**, in accordance with your submitted cost proposal, for a total amount not to exceed \$601,445.30. For identification purposes, this project has been assigned **Contract Purchase Agreement (CPA) No. 1332099**, the term of the professional services agreement is five (5) years.

Please submit the required Certificate(s) of Insurance (COI) in accordance with the coverages, limits, and amounts as required in the RFP document. In addition, we will need the Contractor Affidavit (Attachment B), Subcontractor Affidavit (Attachment C) if applicable, Sub-subcontractor (Attachment D), if applicable and Certificate of Corporate Resolution (Attachment E) if applicable. Please reference your CPA number, RFP number., and RFP name in the COI.

A notice to proceed/ kickoff meeting will be scheduled shortly thereafter upon receipt and approval of all required documentation listed above, including the fully executed services agreement. Please make every effort to submit all documents to my attention as soon as possible to maintain schedule.


In the meantime, if you have any questions regarding this letter, please feel free to contact me at [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov) . The County looks forward to working with your company on this project.

Sincerely,



Jovan Hooper, CPP  
Senior Procurement Agent  
Department of Purchasing and Contracting

cc: Phyllis A. Head, NIGP- CPP, CPPB, GCPA

 Procurement Manager  
File No. 22-500613