



INFORMATION TECHNOLOGY

Reggie Horne
Interim Chief Information Officer

Gary Hewett
Deputy Chief Information Officer

To: Mr. Darrell White, Interim Director, Procurement
From: Mr. Reggie Horne, Interim CIO *RH*
Date: June 3, 2025
Subject: Request for Approval – A/V System for Probate Court

The Information Technology Department along with Probate Court has been exploring options for implementing an Audio-Visual System in the Probate Courtroom. When the Ruffin Judicial Center was constructed, no A/V capability was provided for Probate Court. Judge Stacy Johnson would like to rectify the lack of courtroom capability, and she is supportive of this endeavor.

In 2023, the Augusta Commission approved an agenda item from Superior Court for the purpose of upgrading Audio-Visual equipment in selected courtrooms at the Ruffin Judicial Center. That agenda item included the selection of BIS Digital as the vendor who would implement these A/V upgrades. In the attached proposal, BIS Digital has proposed a system that is similar in functionality to what has been implemented in other courtrooms, albeit at a smaller scale.

We are requesting that this sole source be approved for the purpose of standardizing equipment across the Judicial Center. Funding for this implementation will come from both the IT Department and the Probate Court (272015410-5424120 and 101021810-5223112). Ongoing yearly maintenance costs (Year 2 and forward) will be funded from the Probate Court operating budget.

I am sending this request through Procurement and am requesting your approval to proceed with this endeavor and require your signature below. If you approve this request, we will then forward to the Commission for final approval.

Thank you in advance for your consideration and response.

Approve/Deny:

Mr. Darrell White, Interim Director, Procurement

Date:

6/3/25

Attachment

Information Technology
535 Telfair Street, Building 2000
Augusta, GA 30901
(706) 821-2522 – FAX (706) 821-2530
www.AugustaGa.gov



Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)

Vendor: BIS Digital E-Verify Number: 315365

Commodity: Courtroom AV System

Estimated annual expenditure for the above commodity or service: \$ \$53,777.19

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- X 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Reggie Horne Department: Information Technology Date: 6/3/2025

Department Head Signature:  Date: 6/3/25

Approval Authority:  Date: 6/3/25

Administrator Approval: (required — not required) Date:

COMMENTS: