



DINWIDDIE COUNTY SOLE SOURCE PROVIDER DETERMINATION FORM

Date Awarded: 7/18/2024 | 11:36 AM EDT

Vendor:

Company Name: Comcast Phone: 4103102569

Address: 1701 John F. Kennedy Boulevard Phil, PA

Description of goods or services:

Over the past several years, we've used both Comcast and Windstream Communications to meet our internet needs, allowing us to compare their performance. In every measurable aspect—reliability, speed, and uptime—Comcast outperformed Windstream. Since Comcast is our internet backbone, it makes sense to have them as our monitoring and remediation partner.

This Sole Source Determination is based on the following. *Check the applicable justification.*

There is only one manufacturer/provider AND this is the only known item or source that will meet the specialized needs of the department or perform the intended function.

The item is not interchangeable with similar parts of another manufacturer OR the parts/equipment are required from this source to permit standardization.

Other. Describe in detail.

As co-managers for the Wide Area Network (WAN), both the County and Comcast will have the necessary oversight. With a 24/7 monitoring Network Operations Center (NOC), Comcast ensures prompt repairs—even on weekends and after hours. Notably, Comcast off

From our investigation, we have determined that there is only one source that is practicably available to procure the listed goods or services and the quoted price is fair and reasonable.

Anne Howerton
Division Chief/Department Manager

6/25/2024 | 4:30 PM EDT
Date

Anne Howerton
Division Chief Finance & General Services

6/25/2024 | 4:43 PM EDT
Date

Certificate Of Completion

Envelope Id: 800F2AA0093546F3B8AD414BD45A8B1C	Status: Completed
Subject: Sole Source Justification Form	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Hollie Casey
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	PO Box 70
	Dinwiddie, VA 23841
	hcasy@dinwiddieva.us
	IP Address: 139.60.228.178

Record Tracking

Status: Original	Holder: Hollie Casey	Location: DocuSign
6/25/2024 04:06 PM	hcasy@dinwiddieva.us	

Signer Events

Signer Events	Signature	Timestamp
Norman Cohen ncohen@dinwiddieva.us Security Level: DocuSign.email ID: 1 6/25/2024 04:06 PM	Completed Using IP Address: 139.60.228.178	Sent: 6/25/2024 04:06 PM Viewed: 6/25/2024 04:06 PM Signed: 6/25/2024 04:10 PM

Electronic Record and Signature Disclosure:
Accepted: 9/23/2020 | 09:12 AM
ID: dcbced620-12ce-425f-b4e2-1ea9b3dee25a
Company Name: Dinwiddie County

Anne Howerton
ahowerton@dinwiddieva.us
Deputy County Administrator
Security Level: Email, Account Authentication (None)

Anne Howerton

Signature Adoption: Pre-selected Style
Using IP Address: 139.60.228.178

Sent: 6/25/2024 | 04:10 PM
Viewed: 6/25/2024 | 04:29 PM
Signed: 6/25/2024 | 04:30 PM

Electronic Record and Signature Disclosure:
Accepted: 7/1/2024 | 11:11 AM
ID: a2b2ff1a-1eb2-4ec3-868e-9ca3f51a3def
Company Name: Dinwiddie County

Anne Howerton
ahowerton@dinwiddieva.us
Deputy County Administrator
Security Level: Email, Account Authentication (None)

Anne Howerton

Signature Adoption: Pre-selected Style
Using IP Address: 139.60.228.178

Sent: 6/25/2024 | 04:30 PM
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Electronic Record and Signature Disclosure:
Accepted: 7/1/2024 | 11:11 AM
ID: a2b2ff1a-1eb2-4ec3-868e-9ca3f51a3def
Company Name: Dinwiddie County

Hollie Casey
hcasy@dinwiddieva.us
Procurement Officer
Dinwiddie County
Security Level: Email, Account Authentication (None)

Completed

Using IP Address: 139.60.228.178

Sent: 6/25/2024 | 04:43 PM
Viewed: 6/25/2024 | 04:53 PM
Signed: 7/18/2024 | 11:36 AM

Electronic Record and Signature Disclosure:
Accepted: 4/21/2023 | 03:51 PM
ID: 8c6ebce9-1f30-4ad5-aa26-0b42eedd7d65
Company Name: Dinwiddie County

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/25/2024 04:06 PM
Certified Delivered	Security Checked	6/25/2024 04:53 PM
Signing Complete	Security Checked	7/18/2024 11:36 AM
Completed	Security Checked	7/18/2024 11:36 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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How to contact Dinwiddie County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hcasey@dinwiddieva.us

To advise Dinwiddie County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hcasey@dinwiddieva.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Dinwiddie County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dinwiddie County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.