



Automated Data Processing (ADP) Certification

Upon completion, mail a copy of this form to:
Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, FL 32302-1489

In accordance with the DOJ Grants Financial Guide, Section 3.6, agencies intending to procure automated data processing (ADP) equipment or software must complete and submit a justification to the Office of Criminal Justice Grants prior to procurement. Please attach additional pages if additional space is required.

Select Program: **Byrne JAG** **NARIP** **NCHIP** **PREA** **OTHER:**

Subgrantee: **Application/Grant Number:**

1. Provide a brief summary of the hardware and/or software and how it relates to the grant funded program.
2. Identify the number of units and projected cost of each item.
3. Describe equipment specifications including disk drive storage space, amount of random access memory (RAM), microprocessor size and speed, or any other pertinent system specifications. If a printer is purchased, indicate the type of printer.
4. If a network is purchased, specify the type of file server, hub/routers, network cards, network wiring, and installation costs.
5. If ADP hardware and/or software will be purchased, was a lease/purchase cost analysis completed? If yes, please provide a copy with this form. **YES** **NO**
6. If ADP software will be developed, was an analysis completed to determine whether existing software would meet project needs? If yes, please provide a copy with this form. **YES** **NO** **N/A**
7. If purchasing ADP hardware and/or software, does the grant agreement Scope of Work contain the IT Statement requiring IT point-of-contact approval? **YES** **NO** **N/A**
8. Will the purchase of ADP hardware and/or software result in sole source procurement? If yes, please complete and submit the Sole Source Justification Certification (OCJG-011). **YES** **NO**

In signing below, I certify the above mentioned ADP hardware and/or software procurement will comply with federal, state and local laws and regulations.

Name of Authorized Official

Title

Signature

Date