

Internal M/WBE Waiver Request Form

Date: 3/28/17 Department: Neighborhood Development, Code Compliance Division

Contact Name & Phone: Elizabeth Benton 373-2208

Contract Name and Number (if applicable): n/a

A waiver of the M/WBE participation requirement may be requested by the Originating Department at least 5 business days prior to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary).

Final approval of the request will be made by the City Manager's Office.

We are preparing to solicit bids for a pre-packaged, "off-the self" software or application program, specifically designed for local government, code enforcement work. This is a specialized type of software to meet the needs of local government with regards to enforcement of minimum housing, nuisance and zoning ordinance violations.

There may or may not be an M/WBE firm or company, locally or in the state, able to provide what we are seeking.

We will be requesting proposals from at least 3 companies nationwide specializing in this type of software application.

See attached draft specifics for the RFP.

Elizabeth Benton

This section is for M/WBE Office use only

Contact Name & Phone Number:

Tiffany Jones

☒ The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. Please explain in detail. (Attach supporting documentation as necessary)

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- ☐ Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- ☐ Sole Source: the required supplies or services are available from one responsible source
- ☐ Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- ☐ Emergency contracts for goods or supplies;
- ☐ Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)

Please see memo

☐ The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)

Jiffy Plus
4/5/17

This section is for CMO Office use only

Contact Name:

Barbara Harris

☒ The CMO Office approves the waiver request

☐ The CMO Office does not approve the waiver request.