

Internal M/WBE Waiver Request Form

Date: 8/2/2019 Department: Information Technology Department

Contact Name & Phone: Rodney Roberts 3364126158

Contract Name and Number (if applicable): Microsoft Premier ( Unified) Support renewal

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.

\*Microsoft software purchases require annual support agreements through the vendor.

To continue to provide a high level of technical support to our customers, the IT department has agreed to renew the Microsoft unified support agreement. This agreement allows IT staff to contact Microsoft support directly to receive training on products and receive support for high-level technical issues. The service agreement will go into effect as of December 1, 2019, and will expire November 30, 2020. I ask for a waiver based on the proprietary nature of the software and the support required to maintain it.

Rodney Roberts Digitally signed by Rodney Roberts  
Date: 2019.08.02 15:18:02 -04'00'

**\*This section is for M/WBE Office use only\***

Contact Name & Phone Number: Rodney Roberts - (336) 412-6158

☐ 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)**

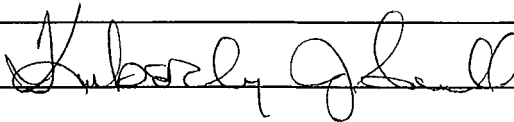
The City currently uses the software provided by this vendor which requires an annual license for continued operations. No other vendor or contractor has the rights to provide the products and/or services.

☐ 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)

Allison Staton Digitally signed by Allison Staton  
Date: 2019.08.17 16:24:29 -04'00'

**\*This section is for CMO Office use only\***

Contact Name: Kim Sowell, Assistant City Manager



☒ The CMO Office approves the waiver request

☐ The CMO Office does not approve the waiver request.