

Permanent Review Committee Letter of Conformance

DATE: February 17, 2016
TO: Noah Schuchman, Regulatory Services
Cc: Maren Anderson, Regulatory Services
FROM: Gary Warnberg, Director - Procurement
Permanent Review Committee



Department: Regulatory Services
PRC Item Number: 2016-23
Date Reviewed: February 11, 2016

The Permanent Review Committee has reviewed the following request for waiver from the RFP process and ascertained that it is in conformance with the City's procurement process, related City ordinances, and state laws. Any contract resulting from this waiver must be authorized by City Council before it is executed.

Request approved by PRC:

Waiver from the RFP process to increase Contract C-39117 with Employee Strategies by \$50,000 for a new not-to-exceed total of \$100,000 and extend contract through December 31, 2016.

Amendment documents should include:

- City's current terms and conditions for contracts over \$50,000
- Affirmative Action Plan approval by the Civil Rights Dept. if not already approved
- Council approval for the extension and the increase

Cc: Spencer Cronk, City Coordinator
Sandy Christensen, Deputy CFO
Nuria Rivera-Vandermyde, Director, Regulatory Services