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## Permanent Review Committee Letter of Conformance

**DATE:** April 6, 2016  
**TO:** Maren Anderson, Regulatory Services  
**FROM:** Gary Warnberg, Director - Procurement  
Permanent Review Committee



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**Department: Regulatory Services**  
**PRC Item Number: 2016-54**  
**Date Reviewed: March 24, 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-39596 with Home Line by \$100,000 for a new not-to-exceed total of \$200,000 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  
Mark Ruff, Chief Financial Officer  
Nuria Rivera-Vandermyde, Director, Regulatory Services