

METHOD OF SOURCE SELECTION
Waiver for Non-Competitive Procurement

2022-748A

NOTE TO PREPARER

The purpose of this form is solely for the department to justify why the requested purchase, over \$5,000, is not being competitively quoted or bid. Use of this form is required for all piggyback purchases, regardless of purchase amount. Electronic approval of the accompanying requisition by the Procurement Manager indicates only agreement as to the reasonableness of the specified selection method justified herein; it is not authority to make the purchase.

All contracts must route through the City's Contract Coordinator – and should not be signed by the vendor or any City staff prior to routing.

This form is not required if purchase is for: 1) Inter-Local Agreement between City and other agency, 2) Utilities (including Ethernet obtained through GRUcom), or 3) Legal Services.

SELECT ONE OF THE FOLLOWING CHOICES:

Initial MOSS Revised MOSS (reason(s) for revision):

INITIAL MOSS AMOUNT: \$155,000

AMOUNT IS FOR PERIOD OF: 1 year (i.e., 1 yr, 3 yrs, etc. – this should match the contract, especially if multi-year)

AMOUNT OF REVISED MOSS:

No Change from Initial MOSS Increase of: Decrease of: \$ _____

REVISED MOSS TOTAL (Initial MOSS amount +Increase/Decrease amount): \$ _____

DEPARTMENT/DIVISION: GG Strategy, Planning & Innovation:

PROJECT MANAGER: David Duda EXTENSION: 7929

PURCHASE TYPE:

One-Time, Single Purchase FY Blanket Dates: _____ / _____ Contract/Project Dates: 11/17/22 / 11/17/23

COMMISSION APPROVAL REQUIRED (OVER \$100K): No, per Procurement Policy # _____ (click [here](#) for policy)

Yes, date: TBA-12/ICC

*SUPPLIER NAME: Workday

*SUPPLIER #: SUP-000883

*Note: supplier setup must be fully completed (approved) within Workday before submitting "MOSS" Requisition Type.

Select one of the following choices:

Other Agency (1) Professional Services Continuing Contracts Sole Source (2) Specified Source (2)

Note: For an Emergency Purchase complete the stand-alone Emergency Purchase Request form and upload it to the Emergency Requisition in Workday

(1) Attach required documentation (ITB, Bid Record, Awarded Response, Complete Contract, and an executed "bridge agreement" or email from legal if bridge agreement is not required, etc.)

(2) Refer to respective Procurement Policy for more information. Written detailed justification is required for these selections (please be specific): The City continues to evaluate the stability of the Workday ERP, to improve system functions training is needed for city staff. Workday has a training library with specific training offerings that are tailored to the different roles of the city staff in which we can bulk buy credits to take advantage of discounts. The training for Workday is embedded in what COG does and in COG work processes. If it breaks the workflow of the agency will be halted/interrupted seriously.

Certification/Statement of Need:

The **Project Manager** (named above) hereby certifies, through submission of this form with the requisition, that this proposed waiver of non-competitive procurement is based upon an objective review of the required product/service and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request or entity selected. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to waive competitive bidding on this purchase if other suppliers are known to exist.