



RECEIVED

MAY 19 2015

OBO

Goal Modification
Request Form

1. Date: 5-12-15 2. Requesting Department: Police 3. Solicitation Number: _____
4. Solicitation Name: Digital Minilab Photo Equipment for Photolab 5. Estimated Dollar Amount: \$ 75,000.00

6. Description of Solicitation (*Attach Specifications/Supporting Documents*): Digital Minilab Photo Equipment for HPD Photo Lab. The minilab is used to produce photos from film and digital media for the purpose of supporting and/or documenting investigations and production of courtroom evidence as well as HPD promotional images.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

A. Previous Contract (if any): Yes No B. Previous Contract #: _____ C. Goal on Last Contract: 0
D. Was Goal Met? Yes No E. If goal was not met, what percentage did the vendor achieve? 0
F. Why wasn't goal achieved: Current installed equipment was purchased back in 2005 with no MWBE assigned goal. Equipment was purchased using grant funding.

SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.

1. WAIVER

A. I am requesting a waiver of the MWBE Goal: Yes No
B. Reason for waiver: (Check One)
 A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy
 If goods and services are specialized, technical or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants);
 MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or
 Level of MWSBE availability would produce minimal MWSBE participation.
 Other: _____
C. Detailed Explanation for Waiver Reason: Equipment is direct shipped from manufacturer, there is no divisible work available for MWBE subcontracting. All training is provided by manufacturer.

2. COOPERATIVE OR INTER-LOCAL AGREEMENT

A. Is this a Cooperative/Inter-Local Agreement? Yes No
B. If yes, please specify the name of the Agreement: _____
C. Did the Department explore opportunities for using certified firms? Yes No
D. Please explain how the Department explored opportunities for using certified firms: _____
E. Please explain why the Department did not explore opportunities for using certified firms: _____



3. REDUCED GOAL (To be completed by the department prior to advertisement)

A. I am requesting a MWBE contract-specific goal below the following citywide goals:

Construction (34%); Professional Services (24%); Purchasing (11%)

Yes No If yes, complete a Contract-Specific Goal Request Form and submit with this form.

4. GOAL REVISION AFTER ADVERTISEMENT

A. I am requesting a revision of the MWBE Goal that has already been advertised: Yes No

B. Original Goal: _____ C. New Proposed Goal: _____ D. Advertisement Date: _____

E. Will Project be Re-Advertised: Yes No F. Estimated Dollar Amount: \$ _____

G. Detailed reason for request: _____

Concurrence:

Requesting Department Initiator

5-12-15

Date

Department Director or Designee

5-12-15

Date

FOR OBO OFFICE USE ONLY:

APPROVED:

	3/19/15	Drop shipment	W-390
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

DENIED:

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #