



CITY OF HOUSTON
Health and Human Services

RECEIVED

OCT 18 2012

Interoffice

Correspondence

OBO

To: Marsha Murray, Assistant Director
Office of Business Opportunity

From: Michele Austin *ms*
Division Manger

Date: October 18, 2012

Subject: Request for MWBE Waiver

I am requesting a waiver of the MWBE Goal: Yes X No Type of Solicitation: Sole Source

I am requesting a MWBE goal below 11% Yes No X

I am requesting a revision of the MWBE Goal: Yes No X Original Goal: New Goal:

If requesting a revision, how many solicitations were received: N/A

Solicitation Number(s): N/A Dollar Amount: \$115,000

Anticipated Advertisement Date: 10/05/12 Solicitation Due Date: 11/02/12

Goal On Last Solicitation: Was Goal met: Yes No

If goal was not met, what did the vendor achieve:

Name and Intent of this Solicitation:
American Cadastre, LLC - A 2-year maintenance agreement for the Health Department's Vital Information System - Electronic Birth and Death Certificate System

Rationale for requesting a Waiver or Revision:

It is recommended that the MWBE subcontracting goal be waived for this agreement because it is for maintenance services for the vital statistics system. The vendor is a sole source vendor because the system is proprietary in nature and the vendor is the only one that can provide maintenance services to it. Therefore the competitive bids were not required to be taken for this service. For this reason, a zero-percent (0%) MWBE goal is being requested.

APPROVAL:

Marsha Murray

Marsha Murray, Assistant Director
Office of Business Opportunity

Date: 4/24/2013	Subject: Approve an Ordinance Awarding a Sole Source Contract for Software Maintenance and Support Services for the Vital Statistics Imaging and Retrieval Information System for the Houston Department of Health & Human Services/S37-E24326	Originator's Initials JH	Page 2 of 2
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Pay or Play Program:

This procurement is exempt from the City's Pay or Play Program. Bids/proposals were not solicited because the department is utilizing a sole source contractor for this purchase.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a sole source contractor for this purchase.

Attachment: M/WBE zero-percentage goal document approved by the Mayor's Office of Business Opportunity.

Buyer: Joyce Hays

Estimated Spending Authority

Department	FY 2013	Out Years	Total
Health & Human Services Department	\$23,866.49	\$91,133.51	\$115,000.00