



CITY OF HOUSTON
OFFICE
of
BUSINESS OPPORTUNITY

RECEIVED

08/31/17

080

**Goal Modification
Request Form**

1. Date: 4/27/2017 2. Requesting Department: HPL 3. Solicitation Number: _____
4. Solicitation Name: Houston Center for Literacy 5. Estimated Dollar Amount: \$ 650,000

6. Description of Solicitation (attach specifications/supporting documents):

Please see attached supporting documents (scope of work, HPL Justification letter and HCL Soul Source letter).

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

- A. Previous contract (if any): Yes ☒ No ☐ B. Previous contract number: 4600011572
C. Goal on last contract 0% D. Was goal met? Yes ☐ No ☐
E. If goal was not met, what percentage did the vendor achieve? _____ %
F. Why wasn't goal achieved?

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

1. WAIVER

A. I am requesting a waiver of the MWSBE 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:

The vendor is a component unit of the City and they are considered a sole source provider. Houston Center for Literacy work with literacy providers that provide literacy programs. The providers hire and manage their own instructors that they deploy at HPL locations and other literacy centers across the city.

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:



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

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:

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

Yes ☐ No ☐ If yes, please 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 MWSBE Goal that has already been advertised: Yes ☐ No ☐

B. Original goal: _____ C. Proposed new goal: _____ D. Advertisement date: _____

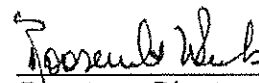
E. Will the project be re-advertised? Yes ☐ No ☐ F. Estimated dollar amount: \$ _____

G. Detailed reason for request:

Concurrence:


Requesting Department Initiator

5/3/17
Date


Department Director or Designee

5/3/17
Date

FOR OBO OFFICE USE ONLY:

APPROVED:

Sole Source

Carles J. Wingo

5/11/17

Non-divisible

W-759

OBO Deputy Director or Designee

Date

OBO Reason

Tracking #

DENIED:

OBO Deputy Director or Designee

Date

OBO Reason

Tracking #

COMMENTS: