



Goal Modification Request Form

1. Date: 05/18/18 2. Requesting Department: Houston Health Department 3. Solicitation Number: N/A
4. Solicitation Name: University of Houston (UH) 5. Estimated Dollar Amount: \$ 102,576.00

6. Description of Solicitation (attach specifications/supporting documents):
A collaborative with formaldehyde air scientists at UH for the City's Community Scale Air Toxic project.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

- A. Previous contract (if any): Yes No B. Previous contract number: N/A
C. Goal on last contract _____ 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: _____

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: University of Houston
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:

The services to be provided are specialized and governed by the EPA, the funder. UH employs an atmospheric scientist with the required specialization in atmospheric chemistry and extensive experience measuring formaldehyde which is vital to the research component of this Agreement. The work is not divisible.



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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:

Barbara Howard
Requesting Department Initiator

5/18/2018
Date

M. Rust
Department Director or Designee

5/21/18
Date

FOR OBO OFFICE USE ONLY:

APPROVED:

<u>Janet E. Long</u>	<u>6/11/18</u>	<u>Unique/Specialized</u>	<u>W-</u>
OBO Deputy Director or Designee	Date	OBO Reason	Tracking #

DENIED:

OBO Deputy Director or Designee	Date	OBO Reason	Tracking #

COMMENTS:



CITY OF HOUSTON

Office of Business Opportunity

Interoffice Memorandum

To: Marsha Murray, Deputy Director

From: Tifney M. Scott, Procurement Specialist, Department Services

Date: June 11, 2018

Subject: Goal Modification Request – 0% Goal Waiver
Health Department
RE: University of Houston Air Scientist

The Goal Modification Request for the above reference solicitation has been reviewed and evaluated.

This solicitation involves the employment of air scientist from the University of Houston.

Department's Information:

The City seeks to enter into a professional services agreement with the University of Houston for a collaborative research with formaldehyde air scientist at the University of Houston for the City's Community Scale Air Toxic project. The services needed required specialization in atmospheric chemistry and extensive experience measuring formaldehyde which is vital to the research involved in this project. Due to the complexity, and unique nature of the highly specialized services needed, The Health Department recommends using the atmospheric scientist employed by the university.

Department Services Findings:

The documentation and scope of work supports a 0% Goal Waiver due to the services requested being so highly specialized, and unique in nature. Therefore, it is the recommendation to **APPROVE** the 0% Goal Waiver Request.

Reviewed and Accepted

Date

6/11/18

Marsha Murray, Deputy Director

