

# Non-Competitive Procurement Justification Form

## Instructions:

Use this form to justify your non-competitive procurement. The Purchasing Division requires a written explanation to document why a product or service is only provided by one source and whether efforts were made to find other vendors.

The purpose of this form is to waive competitive bidding, where multiple quotes would normally be required (see Purchasing Policy for specific requirements and approval thresholds).

### Examples of when to use this form:

- Purchases that are not competitively bid because they are clearly and legitimately limited to a single source of supply. Considerations:
  - Licensed, copyrighted or patented products or services that only one vendor provides
  - Compatibility requirements
  - Proprietary or custom-built software or information systems that only one vendor provides
  - Products or services where only one vendor meets the required certifications or statutory requirements
- Purchases that are not competitively bid because they involve special facilities or market conditions.

**If competitive bidding is waived, the appropriate signing delegations still need to be followed.**

### This form is **not** required for:

- Purchases that are competitively bid (where multiple quotes are obtained)
- Purchases under \$10,000
- Intergovernmental cooperative purchases
- Interlocal purchases

## Please select one of the following:

- ☐ This is an un-quotable purchase:
- Sole Source
- ☒ This is a quotable purchase but Director or Mayor will waive the use of the competitive process. Please note this option can only be used for the following types of purchases:
- Operating Supplies & Equipment
  - Operating and General Services
  - Professional Services
  - Instructional/Artistic Services

## Please complete the following:

<b>Your Name:</b>	Cecilia Martinez-Vasquez
<b>Your Department:</b>	Executive
<b>Date Requested:</b>	11-1-21
<b>Requested Product or Service:</b>	2022 Training and Consultation for Diversity, Equity, and Inclusion Community-based Initiative
<b>Estimated Cost:</b>	\$99,700
<b>Vendor (Source of Supply):</b>	Chanin Kelly-Rae Consulting



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<b>Vendor Address:</b>	10407 29 <sup>th</sup> Ave SE, Everett, WA 98208
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1. Describe the purpose or function of the requested product or service.

Chanin Kelly-Rae Consulting provides training, consultation, and strategic planning for Diversity, Equity, and Inclusion initiatives.

Under a one-year agreement from approximately January 1, 2022 to December 31, 2022, Chanin Kelly-Rae will provide professional services that draws upon empirical and theoretical research from the fields of organizational development, and diversity management. A total of 6 cultural competency training opportunities will also be provided to enable City staff to better understand issues related to inequities within the community and organization. The City is committed to the principles of equity as a means to grow as an organization, be connected to its community stakeholders, and reduce structural inequities caused by historically systemic oppression.

This agreement shall be effective until December 31, 2022.

2. Explain why the product/service requested is the only product/service that will work and why alternative vendors or distributors are unacceptable. Be specific with regards to any unique features, characteristics, requirements or capabilities.

Chanin Kelly-Rae Consulting brings a deep level of expertise in diversity, equity, and inclusion. The City has been working with Chanin Kelly-Rae Consulting since 2018 to advance equitable practices with a great deal of satisfaction. Consequently, their extensive experience, built trust, and familiarity with the City's existing objectives will yield outstanding results in the next phase of this process. The next phase will include community outreach and engagement, which requires trust, transparency, and long-standing relationships. Given Chanin Kelly-Rae Consulting's previous work, the community is familiar with their strategies and approach to the work of diversity, equity, and inclusion. This will allow for a deeper level of engagement and greater outcomes for this work.

3. If the particular product/service was not available or could not be purchased, how would the department proceed with its work?

If the City chose not to enter into an agreement with Chanin Kelly-Rae Consulting, the City could potentially proceed with its own resources. To do so, however, would take a considerable amount of staff time, resources, and take away resources from other projects that are currently in process.

4. Describe the market research that was conducted. Explain the efforts made to determine whether other qualified vendors or products/services exist.



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In the past, City staff reached out to three (3) other consulting firms and a formal proposal was obtained from Chanin Kelly-Rae Consulting, as they were determined to have the most specialized skills, breadth of knowledge, and prior City experience, to work on City's diversity, equity, and inclusion initiatives. In addition to familiarity with the City's process, procedures, staff, and leadership.

*I certify to the best of my knowledge that this purchase is compatible with existing goods, equipment or services and there are no reasonable alternatives or substitutes and/or the product/service is clearly and legitimately available from only one source of supply.*

**Step 1.** Sign below OR provide an email approval:

<b>City Representative:</b>	<b>Signature:</b>	<b>Date:</b>
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**Step 2.** Select the appropriate box and sign below OR provide an email approval:

<b>Director:</b> Select appropriate box below.	<b>Signature:</b>	<b>Date:</b>
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- This is an un-quotable purchase and competitive bidding is waived:
  - ☐ Sole Source: Over \$10,000
- This is a quotable purchase but competitive bidding is waived:
  - ☐ Operating Supplies & Equipment (annually): \$10,001 - \$200,000
  - ☐ Operating Services, Repair & Maintenance, and General Services (annually): \$10,001 - \$50,000
  - ☐ Professional Services (annually): \$10,001 - \$50,000
  - ☐ Instructional/Artistic Services (annually): \$10,001 - \$75,000

<b>Mayor or Designee:</b> Select appropriate box below.	<b>Signature:</b>	<b>Date:</b>
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- This is a quotable purchase but competitive bidding is waived:
  - ☐ Operating Supplies & Equipment (annually): Over \$200,000
  - ☐ Operating Services, Repair & Maintenance, and General Services (annually): Over \$50,000
  - ☒ Professional Services (annually): Over \$50,000
  - ☐ Instructional/Artistic Services (annually): Over \$75,000

**Step 3.** Send the completed form and applicable approval to the Purchasing Division; email is acceptable. Include any back-up documentation.

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**Reminder! The purpose of this form is to waive competitive bidding. The appropriate signing levels still need to be followed (see Purchasing Policy for specific requirements and approval thresholds).**

**To be completed by the Purchasing Department:**

<b>Purchasing:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Contract or PO/PA #:</b>		

