



**Minneapolis**  
City of Lakes

**Office of the  
City Coordinator**

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**Permanent Review Committee Letter of Conformance**

**Date:** September 25, 2014

**To:** Susan Jones, Human Resources

**From:** Gary Warnberg, Chair, Permanent Review Committee

**Department:** CPED

**PRC Item Number:** 2014-84

**Date Reviewed:** September 19, 2014

The Permanent Review Committee has reviewed the following request for waiver from the RFP process to extend the existing contract and ascertained that it is in conformance with the City's procurement process, related City ordinances, and state laws. Any contract extension resulting from this waiver must be authorized by City Council before it is executed.

**Request approved by PRC:**

To increase Contract C-38216 with Chandler Group Executive Search by \$10,000 for a new not-to-exceed of \$60,000.

**Amendment documents should include:**

- City's current terms and conditions for contracts over \$50,000.
- Affirmative Action Plan approval by the Civil Rights Dept. if not already approved
- Council approval for the extension and the increase.



City Information  
and Services

[www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)

Affirmative Action Employer