

Permanent Review Committee Letter of Conformance

DATE: August 10, 2016

TO: Danielle Williams, Office of Emergency Management

Cc: Diana Roman, Office of Emergency Management

FROM: *for Mwendenzi*
Pam Fernandez, Assistant Director - Procurement
Permanent Review Committee

Department: Office of Emergency Management
PRC Item Number: 2016-112
Date Reviewed: July 28, 2016

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

Request approved by PRC:

Waiver from the RFP process to increase Contract C-40287 with Jill Phinney (dba Stillwater Emergency Management Services) by \$25,000 for a new not-to-exceed total of \$75,000 and extend contract through June 30, 2017. For additional services after the expiration date of the contract, a RFP will be required.

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

Cc: Spencer Cronk, City Coordinator
Mark Ruff, Chief Financial Officer
Barret Lane, Director, Office of Emergency Management