

# CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 10/1/2014

DEPARTMENT: Office of the City Manager  
DIVISION:

CONTACT: Kelly Amerson  
EXTENSION: 8606

PURCHASE/PROJECT AMOUNT: \$

COST TERM: (annual, quarterly, etc.)

- ONE-TIME, SINGLE PURCHASE  
 CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT  
TERM BEGIN/END DATES: 10-1-14/9-30-14

CITY COMMISSION APPROVAL REQUIRED \*:  NO \*  YES, DATE:  
If No and purchase is \$50,000 or greater, indicate Purchasing Policy exception section: \_\_\_\_\_

\* Purchasing Policy #060732, Section 7: Purchases Requirement City Commission Approval

7.1 Every purchase of an item of supplies, materials, equipment, contractual services, or extension(s) to existing contracts costing in excess of \$50,000 shall require the approval of the City Commission, except that no prior approval shall be required for the following: *(see policy for list)*

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: Federal Lobbying Services

PROPOSED VENDOR/CONTRACTOR NAME: MWW Group / Marilyn Berry Berry Thompson

ADDRESS: One Meadowlands Plaza

CITY, STATE, ZIP: East Rutherford, NJ 07073

## INDICATE ONE METHOD OF SOURCE SELECTION

- OTHER AGENCY\*: Purchasing Policy #060732, Section 6.3(c) Materials, equipment or services purchased under state or federal contracts or other public agency cooperative purchasing opportunities.

\* When utilizing other public agency competitive purchasing opportunities you must obtain and attach a copy of all elements of the "other agency" bid award:

- Invitation to Bid
- Bid Record
- Awarded Bid Response(s)
  - Vendor name
  - Commodities/services awarded
  - Award price
- Complete Contract

- UTILITY: Purchasing Policy #060732, Section 6.3(d) Utility services when the subject utility is the only available source of such service.

- CONTRACTURAL: (PROFESSIONAL SERVICES\*) Purchasing Policy #060732, Section 6.3(e) Contractual services of a professional\* nature whose cost does not exceed \$50,000, except as required by State law and except for legal services in connection with litigation involving the City. Continuing contracts for professional services of indefinite duration shall be reviewed for appropriateness with regard to the quality of the service and the competitiveness of the cost. Such review shall be the responsibility of the appropriate charter officer and his/her designee and shall be conducted not less than every five years.

\* Services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field.

**Written detailed justification is required and must be attached to the signed Method of Source Selection form.**

- EMERGENCY: Purchasing Policy #060732, Section 6.3(f) Emergency purchases, at the discretion of the (City) Manager, where the circumstances of the emergency do not permit sufficient time to obtain competitive quotes.

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**WAIVED SITUATIONS:**

**Written detailed justification is required and must be attached to the signed Method of Source Selection form.**

- ONLY APPROVED: Purchasing Policy #060732, Section 5(o) – Only one source meets the stated requirements of a specification based on a thorough qualitative and/or quantitative evaluation.

REQUISITIONER/REQUESTER **shall provide a detailed description and justification in writing and include** with supporting documentation as to why the vendor/contractor is the ONLY APPROVED SOURCE to provide the commodity/service. **Attach** all supporting documentation, including detailed written justification to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.

REQUISITIONER/REQUESTER **shall provide a detailed description and justification in writing and include** with supporting documentation as to why the vendor/contractor is the SOLE SOURCE to provide the commodity/service. **Attach** all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – A source selected without competitive bidding for justifiable reasons.

REQUISITIONER/REQUESTER **shall provide a detailed description and justification in writing and include** with supporting documentation as to why the vendor/contractor is the SPECIFIED SOURCE to provide the commodity/service. **Attach** all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

**The REQUISITIONER/REQUESTER hereby attests (certify under oath) that he/she took part in the procurement represented and that he/she is independent of, and have no conflict of interest in, the entity evaluated and selected. He/she recommends that competitive bidding be waived and that the material or service be purchased from the vendor indicated based on the existence of a non-competitive situation as described and attached in detail hereto.**

**Written detailed justification is required and must be attached to the signed Method of Source Selection form.**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	REQUISITIONER/REQUESTER 	Date 10-1-14
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	DEPARTMENT (DIVISION) HEAD SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	LEADERSHIP TEAM (DEPARTMENT HEAD) SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	EXECUTIVE TEAM (LEADERSHIP TEAM) SIGNATURE	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CHARTER OFFICER (EXECUTIVE TEAM) SIGNATURE	Date

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## Written detailed justification as required for the selection above.

Staff is recommending that the professional services by Marilyn Berry Thompson be considered as a specified source or non-competitive contract under the City's Purchasing Policies for the following reasons:

\*Extensive history with the City of Gainesville, negating an extensive learning curve relating to past legislative initiatives;

\*Established relationships with existing elected officials and staff involved in legislative processes are already in place;

\* Established track record and knowledge of the Washington legislative process, which has led to successful outcomes for the City of Gainesville;

\*Firm's current activities handling certain existing initiatives for the City of Gainesville and in researching new ones already authorized by staff and the City Commission. Such ongoing work could be adversely impacted if a change in vendors were to be made at this time.