

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
- item to be purchased is of a perishable nature
- need to extend an existing contract
- there is not enough time to obtain formal bids to satisfy need
- non-price error on either the bidder's or the City's part in the bid proposal
- a new law or regulation requires immediate compliance
- other _____

2. Detailed explanation of reason (must be completed by division):

The City Attorney's Office implemented a customized legal/case management software system known as ProLaw in 2012 to manage civil case file information. The project was completed in June, 2016. Due to the nature of the software, further customizations are needed from time to time to better utilize the functionality and capabilities of the software as well as better meet the needs of the office for record keeping, reporting and data collection. Therefore, the City Attorney entered into a contract with West Publishing to facilitate the continuing customizations as well as expand usage to accommodate environmental case file information. Additional time and funds are needed to complete this project.

A waiver is being requested to allow the continuation of the updates and customizations currently in process. The GSA rate of \$210.00 per hour will be used.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

5. If lowest bid was not accepted, explain criteria for award:

ORDINANCE #: 0478-2017
APPROVED BY: Authorized Approval on Corresponding Legislative File
DATE: 02-19-17
