

**State Term Contract
Permission Request**

Date: State Contract No/URL: Contract Type: Professional Svcs. Over \$50,000 Under \$50,000 _____

Requesting Agency: Contact Name: Email:

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.
(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

There is an immediate need to continue professional services in the Department of Technology. OST Inc. is the only vendor offering the types of service we need, thus we are unable to obtain three quotes. This will continue the work started under ordinance 2605-2022.

Note if this purchase is the continuation of an existing project.
(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

See previous note. Ord. requests bid waiver.

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved?___SSF 09/07/23

