

TOWN OF VIENNA

Request For Waiver

Req #	Dept	Date 8/4/16	Dept Head Signature Gwen L. Riddle	Proposed Vendor Accountemps	Amount \$ 52,000
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that applies to the proposed purchase.					
Sole Source/Proprietary	<input type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<input checked="" type="checkbox"/>

CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

- ☐ 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- ☐ 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- ☐ 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- ☐ 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- ☐ 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- ☐ 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- ☒ 7. None of the above apply. (State justification below and explain in detail)

Explanation:

Waive competitive sealed bid process as it is not practicable or fiscally advantageous.

The Deputy Finance Director is currently serving as the Acting Finance Director / Treasurer. To get day-to-day work done, including completion of the annual audit in the fall of 2016, it is necessary to get experienced accounting support for 40 hours a week through the end of October when the audit field work will be completed.

We contacted three firms, VML/VACO, Sheila Minor and Associates and Accountemps/Robert Half Company. Accountemps offered an MBA with extensive reconciling experience at an hourly rate lower than the other firms. VML / VACO could not provide a staff person in the commuting area and telecommuting was not viable. Sheila Minor and Associates' qualified staff were at a much higher billing rate and would need to be paid for travel and lodging expenses.

This is a continuation of the temp hired in Fiscal Year 2016, who has been doing excellent work. Council will consider award on August 22, 2016.

Reviewed by: [Signature] Date: 8/4/16 Reviewed by: [Signature] Date: 8/4/16
Purchasing Agent Town Attorney

Reviewed and Approved by: Gwen L. Riddle Date: 8/4/16
Finance Director

Reviewed and Approved by: Melany Fayth Date: 07/05/16
Town Manager