

Waiver of Procurement Process Memo

Tier 2

TO:	Kim Eagle	City Manager's Office
CC:	Chief Procurement Officer	
FROM:	Lisa Williams	Fire Department

This memo and supporting documentation constitutes a Tier 2 procurement waiver as follows:

Tier 2: Procurements of Services equal to or greater than \$50,000 and higher.
Department Directors may request a waiver of competitive solicitation process for procurements of services equal to or greater than \$50,000 and higher. Waivers in this threshold require completion of this waiver memo including all appropriate supporting documentation with submittal to and concurrence by the City's Chief Procurement Officer prior to review and final approval by the City Manager's Office. Concurrence and final approval in writing is required for this waiver to be effective. Waivers for expenditures totaling \$100,000 or more require Council approval.

Contract Description	Total Anticipated Spend
Levrum Code 3	\$290,000.00

If anticipated expenditures are \$100,000+ please indicate anticipated date Council Approval will be requested:

October 08, 2018

Background

Description

The Charlotte Fire Department (CFD) needs to perform effective long term planning for resource deployment, taking into consideration planned urban growth, observed trends in workload and related factors such as increased traffic impedance. Resource deployment in this context includes primarily station location, apparatus and staff deployment. Accordingly, CFD needs the ability to predict incident workloads for a 5-10 year timespan and evaluate alternate deployment strategies against these considerations. In addition, CFD staff needs tools to interpret historical incident and response data quickly and effectively, and communicate information visually to stakeholders.

Waiver of Procurement Process Tier 2

Rationale

Levrum Inc. will provide a solution to address the needs described above by providing a combination of Levrum's Code3 strategist software and custom technical consulting services. CFD has tested the software on an interim basis and has found it to be effective in evaluation of predicted response times, workloads, and other metrics.

Reason for Choosing the Selected Vendor

Currently, Levrum Code 3 is the only vendor who provides this service to first responders; there is no current competition. In FY18, CFD spent \$50K with Levrum Code 3 to evaluate the service. Beginning in FY19-FYF23, we would like to continue our agreement. The anticipated expense for FY19 will be \$125K. The annual maintenance fees should not exceed \$41,000. The total estimated cost for a five year contract should not exceed \$290,000.

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Spending and Term

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Recommendation

Section 1.7.2 of the Citywide Procurement Policy (MFS 24) allows a Department Director to waive the requirement to issue an RFP for a formal solicitation of services when it is in the City's best interest to do so. The reasons stated above establish that a waiver is appropriate with respect to the services described above. Accordingly, this memorandum indicates that the Fire Department

department will forego a new formal solicitation requirement, and recommends a contract with Levrum Code 3

Department
Director

☒ Approve

☐ Deny

eSigned via SeamlessDocs.com
Reginald T. Johnson
Key: 1087a44a2fa75d55f11067fe535c9d9

Signature

Reginald T. Johnson

Full Name

08/16/2018

Date

Chief Procurement Officer

☒ Approve

☐ Deny

eSigned via SeamlessDocs.com
Karen Ewmy
Key: 64f12d8f7385254b76fb91548219b022

Signature

Deputy Chief Procurement

Full Name

08/16/2018

Date

City Manager's
Office

☐ Approve

☐ Deny

eSigned via SeamlessDocs.com
Kim Eagle
Key: 0a316ece111334def021560d0dda7c0

Signature

Kim Eagle

Full Name

08/16/2018

Date