CITY OF RACINE

Sole Source, Public Exigency or Previous Provider Form for Professional Services

Department:	Date:
Supplier/Contractor:	
Procurement - In accordance with Sec. 46-28 of the City of Racine Code of Ordinances, professional services may be procured without bidding under certain circumstances.	
Business Rationale	
1. Provide detailed information about why y	ou need to acquire these professional services:
2. Has your department procured these serv	rices in the past?
If yes, who was the contractor/supplier as	nd was the requirement competitively bid or sole source? What
was the last date and price paid for the se	ervices?
	pplier/contractor possesses? Provide specific, measurable,
qualifications/factors.	
4. If a public exigency exists, please explain	1.

5. Were alternative services evaluated? If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility. If no, why were alternatives not evaluated?	
6. What efforts were made to get the best possible price?	
7. Will this purchase obligate the City to this supplier/contractor for future purchases, for example licensing	
or continuing need?	
Yes No If yes, please provide details regarding future obligations and/or needs:	
11 yes, please provide actains regarding rations conguerous actains actains	
8. Why is the price for this purchase of professional services considered to be fair and reasonable?	
9. Amount to be paid:	
10. What will be the financial or other impact to your department if this source is not approved and a competitive bid is required?	
Term	
One time purchase	
Ongoing purchase	
Source procurement begin date: Source procurement end date:	
Number of potential renewal options:	