

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 you need to acquire these professional services:

2. Has your department procured these services in the past? Yes No

If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for the services?

3. What are the unique qualifications this supplier/contractor possesses? Provide specific, measurable, qualifications/factors.

4. If a public exigency exists, please explain.

