F32.093_BID_WAIVFR

COMPETITIVE SOLICITATION WAIVER – CITY FUNDS ONLY

Oracle Number (to be provided by Purchasing) Agreement. 2026.0392

Requesting Dept. Technology **Date of Request** ____________

Requisition No. ____________ **Supplier Name** The Forum Group

Requisition Amount $167,440

Waivers over $100,000 shall require the approval of the Board of Finance.

Waiver is requested in accordance with the Purchasing Ordinance, per Section (select one):

- ○ Critical emergency purchase - Sec. 23-18.3A
- ○ Reasonable/qualified or unique source - Sec. 23-18.3B(1)(a)
- ○ Special source - Sec. 23-18.3B(1)(b)
- ○ Time is critical - Sec. 23-18.3B(1)(c)
- ◉ Formal procurement would cost more/be inefficient/disruptive - Sec. 23-18.3B(1)(d)
- ○ Cost is federal or state regulated - Sec. 23-18.3B(1)(e)

What are you buying? (attach additional sheets if necessary)

Consultant services specific to Information Security for the City of Stamford.

For waivers requested per Section 23-18.3B(1)(a), (b), (c) or (d) – is this the lowest cost/most cost effective provider? If not, why were they selected? (attach quotes or proposals - attach additional sheets if necessary)

An informal solicitation was conducted resulting in the selection of The Forum Group. The fees were determined to be fair and reasonable. The proposed increase does not alter the initial compensation rate, it simply increase the amount.

Competitive Solicitation Waiver – City Funds Only

What is the justification for a waiver? (attach additional sheets if necessary)

The Technology Department's need for an Information Security analyst is currently being met through the Forum Group (Supplier Number 4001788). The Technology Department identified The Forum Group through an informal solicitation process. Multiple proposals were obtained. The fee was not anticipated to exceed $49,999. During this time the department issued 2026.0283 City RFP - Information Security Analyst. 28 proposals were received. The department has determined the role is critical. Left unfilled the City is vulnerable to continued lack of Information Security controls and active Cybersecurity vulnerabilities.

Based on the proposal responses the department requires more time to further evaluate the proposals and potentially re-issue the RFP with a revised scope or consider alternative approaches to filling this essential role.

The consultant assigned to us has made substantial progress in the discovery, assessment, and documentation of our information security environment. While the department determines next steps, the added time would allow the consultant to complete a number of tasks. Retaining the consultant who is currently performing this function is in the City's best interest. His continued engagement preserves the value of the work already completed and avoids the setbacks associated with abruptly ceasing service without a new resource to transition to.

I, the undersigned, hereby certify that this request is made in full compliance with Article II, Sec. 23 (Rev. 2014) of the Stamford Code of Ordinances, that the funding for this request has been duly appropriated, that the above justification/information is accurate and complete to the best of my knowledge, and that I have no personal or business interests relative to this request.

Attached hereto is the above referenced requisition together with an appropriate explanation. I attest that it is in the public's best interest to waive the competitive process and your authorization is hereby requested.

Department Head Certification Prasant Tangirala 5/29/2026

Date

Approval	Purchasing Agent	[signature]	6.3.2026
	Director of Administration	[signature]	6/3/26
	Mayor		

If required - Board of Finance date of approval____________________

COMPETITIVE SOLICITATION WAIVER – CITY FUNDS ONLY

Justification guidance

- For requests made per **Section 23-18.3 A:** The Purchasing Ordinance, in Sec. 23-15, defines Critical emergency purchases as those purchases of goods or services which, if not purchased or ordered immediately, can result in injury or damage to human life or property. This shall include all goods or services needed on an emergency basis to comply with federal, state or local public health, safety or housing codes and emergency repair of city-owned property, buildings, infrastructure, equipment and vehicles. Requests approved per **Section 23-18.3 A** are rare. It is often more appropriate to cite **Section 23-18.3 B(1)(c).**
- Review the guidance issued by the Office of Legal Affairs – Critical Emergency Purchase Procedures (March 27, 2020). See Purchasing Dept. SharePoint site.
- Recreation Revenue sharing exempt. See Purchasing Dept. SharePoint site.
- All waivers per Section 23-18.3 B(1) shall include price quotations from three (3) vendors, if available. This specifically applies to waivers requested per Section 23-18.3 B(1)(c) and Section 23-18.3 B(1)(d).
- For requests made per **Section 23-18.3 B(1)(a) or Section 23-18.3B(1)(b)**
  - Explain what makes this supplier/product unique to the application. Do not just explain why you want to use this supplier/product.
  - If you claim the supplier is a sole source, proved a "sole source" letter from the supplier.
- **Software** – the Purchasing Ordinance classifies software as a "good."
  - If you are requesting a waiver for an annual maintenance fee for software you have in place and have used for many years cite **Section 23-18.3 B(1)(d)**
  - If you are requesting a wavier for a new Software as a service (SaaS) cite **Sec. 23-18.3B(1)(a).** Explain how this SaaS is more like a professional service, then a "good" and why the chosen supplier offers a superior service with unique features i.e. there may be similar software on the market, but it lacks key features that are critical to the needs of the City.

Guidance for waivers for public works projects

When obtaining quotes, please advise suppliers:

- Projects over $25,000 will require the supplier to provide a certificate of insurance meeting the requirements established by the Risk Manager.
- Projects over $25,000 will require the supplier to provide a payment and performance bond.
- If the project is subject to State of CT Prevailing Wages. Limit for new construction is one million dollars ($1,000,000.00); renovation is one hundred thousand ($100,000.00).
- Projects over $50,000 the selected supplier will need to complete a form attesting to compliance with CODE OF ORDINANCES CHAPTER 47. - PERSONNEL ARTICLE IV. LABOR STANDARDS AND RESPONSIBILITIES Sections 47-14 thru 47-16.
  - Certification form can be found on the Purchasing Dept. SharePoint site. Attach completed form to the waiver request.

All requisitions in excess of $10,000 must be accompanied by a form providing the information required in Section 103-1 of the Stamford Code of Ordinances. Attach completed form to the requisition.

Written Contract Required

Per Sec. 23-18.4. - Contracts. A written contract between the city and a contractor or service provider is required for any service which exceeds fifty thousand dollars ($50.000.00).

<u>COMPETITIVE SOLICITATION WAIVER – CITY FUNDS ONLY</u>

<u>Sec. 23-18.3. - Waivers of competitive bid process or competitive proposal process.[22]</u>

A. Critical emergency purchases.

(1) Critical emergency purchases, as defined above, may be made by waiving the competitive bid or proposal process. Emergency procurement shall be limited to those supplies, services or construction items necessary to meet the emergency. Said purchases shall be authorized by the appropriate department head or designee with the written consent of the Mayor or the Director of Administration if the Mayor is unavailable.

(2) Written certification of the emergency and the reason for the selection of the particular supplier, signed by the department head or designee, shall be submitted to the purchasing agent, the Director of Administration and the Mayor within five (5) working days of the authorization of the waiver and shall be made a part of the purchase file.

(3) Notification of all such emergency purchases shall be made to the Board of Finance and Board of Representatives within two (2) weeks of authorization.

B. Other purchases made by a waiver of bid or proposal process.

(1) Purchases of goods and services, other than critical emergency purchases, may be made by waiving the bid or proposal process for the following reasons:

(a) Only one (1) reasonable or qualified source can be identified. This shall include situations where only one (1) vendor or provider is manufacturer authorized or certified or where parts are available only through a single distributorship.

(b) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will provide a lower cost than that which would result from a bid process.

(c) Time is a critical factor.

(d) A bid or proposal process would result in substantially higher costs to the city or inefficient use of personnel or cause disruption to city operations.

(e) Prices of goods or services are federal or state regulated.

(2) Such purchases shall require the written certification of the reason for the waiver, signed by the department head, and the written approval of the purchasing agent, the Director of Administration and the Mayor. Purchases over one hundred thousand dollars ($100,000.00) shall require the approval of the Board of Finance.

(3) Sole source bid and proposal waivers shall clearly document that only one (1) reasonable or qualified source exists. Bid waivers for other reasons shall include price quotations sought from three (3) vendors, if available. All waiver documentation shall be made a part of the purchase or contract file.

(4) A written record of all waivers of the competitive bid or proposal process shall be kept by the purchasing agent and be included in the quarterly report. This record shall include the reasons why a bid waiver was used.

Footnotes:

--- **(22)** ---

Amended 2-1-1999 by Ord. No. 865; 11-5-2014 by Ord. No. 1177.