



City of Tacoma

**Date:** July 24, 2017

**To:** Elizabeth Pauli, City Manager

**From:** Tanisha Jumper, City Manager's Office

**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services Over \$25,000, Excluding Architectural and Engineering Services  
The services to be purchased included a collaboration with both faculty and students at the University of Washington at Tacoma to provide 35,000- 85,000 hours of technical assistance, research, education, and public outreach for various projects throughout the City to develop solutions. The impact will include 30 comprehensive plans reports addressing various concerns throughout the City.

For your review and recommendation.

In accordance with TMC 1.06.256 (B), City Manager's Office requests a waiver of the competitive solicitation process and authorization to directly negotiate with **The University of Washington at Tacoma**, for technical assistance, research, education, and public outreach for various projects throughout the City to develop solutions, in the amount of \$350,000, plus applicable sales tax.

Direct negotiation approval constitutes a waiver of further competitive solicitation for amendments to the subject contract provided that any such amendment(s) shall be signed by personnel as authorized in the Delegation of Procurement Signature and Approval Authority memorandum. Contract totals shall not exceed \$200,000 without City Council or Public Utility Board approval as appropriate.

**EXPLANATION:** In collaboration with the University of Washington, students from various disciplines will embark on a range of projects throughout the City of Tacoma. The scope of the projects can be the following: infrastructure, programmatic, or service oriented. The commitment is for the academic year of 2017-2018.

**JUSTIFICATION FOR DIRECT NEGOTIATION:**

1. Explain why it's in the best interest of the city to waive the competitive solicitation process.

The University of Washington Livable City Year Project (LCY) is intricately connected with both faculty and students, which will allow the City of Tacoma to capitalize on the partnership for projects. This is a special grant opportunity where resources are being offered at favorable rate

2. Is this purchase based on a previous competitive solicitation conducted by the City or other agency? If yes, provide the contract information, specification number, etc., and explain the relationship of this request to the previous contract.

No, this purchase is not based on a previous competitive solicitation

3. Describe the screening efforts made to identify potential service providers.



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The City of Tacoma was chosen to participate in this special initiative with The University of Washington

4. Describe the efforts made to assure that the City is receiving the lowest or best price possible.

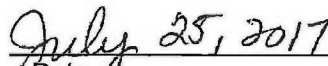
Due to the scope of the grant the City of Tacoma is receiving services below market rate to participate in the initiative.

**FUNDING:** Funds for this purchase are available in the Various department fund numbers for special projects that will not exceed \$350,000.

**SBE COMPLIANCE:** The Department/Division checked the [City of Tacoma Small Business Enterprise \(SBE\) website](#) for opportunities to contract with SBE firms on July 25, 2017.

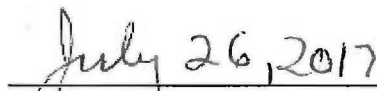
**PROJECT COORDINATOR:** Tanisha Jumper, City Manager's Office, 253-591-5019

  
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Tanisha Jumper, Tacoma 2025 Project Manager

  
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Date

**AUTHORIZED:**

  
\_\_\_\_\_  
Elizabeth Pauli, City Manager

  
\_\_\_\_\_  
Date

cc: Joe Parris, Senior Buyer, Finance/Purchasing