

Internal M/WBE Waiver Request Form

Date: 10/31/24 Department: Information Technology

Contact Name Ja'Tia Thompson Phone Number 336-373-2129

Contract Name and Number (if applicable): RPI #12272

A waiver of the M/WBE participation requirement may be requested by the Originating Department at least 5 business days prior to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary). *As the requester, your signature is required at the bottom of this page.*
Final approval of the request will be made by the City Manager's Office.

We are requesting a waiver from the MWBE participation requirements for a change order to our existing consulting services contract with RPI Consultants. This waiver is essential for the implementation of the new Workforce Management (WFM) module, which requires specialized expertise.

For the past couple of years, RPI Consultants has been a trusted partner under our managed services contract, providing expert guidance and support for our ERP system. Their team has developed an in-depth understanding of our system's configuration, policies, and procedures; making them uniquely qualified to lead the WFM implementation and avoid common implementation challenges, ensuring a smooth transition.

Engaging a consulting firm with extensive experience in our environment is critical to maintaining continuity and efficiency. RPI Consultants' familiarity with the technical aspects of our workforce management system and organizational processes will reduce onboarding time, streamline implementation, and integration seamlessly with our existing systems. This approach will help us stay on schedule and avoid any unnecessary delays.

With the current version of Ultimate Kronos Group reaching end-of-life support in December 2025, it is essential that we transition to the new Workforce Management (WFM) platform by or near that timeframe. Engaging a new firm without familiarity with our unique configurations and policies would extend the timeline, causing us to exceed the December 2025 deadline and resulting in increased project costs. A new firm would require additional time to become acquainted with our environment before beginning implementation, further impacting the timeline and budget.

Granting this waiver will allow us to leverage RPI Consultants' unique insight and expertise to support the successful implementation of the WFM module. Given the critical nature of this project and the specialized skills required, it is in the City's best interest to extend the existing contract with RPI Consultants to ensure the project's success and maximize value.

Funds for this waiver request are included in the existing project budget and shall not exceed the allocated amount; \$1,027,470.00.

Note: As the requester, your signature is required in order to process this request.

Ja'Tia Thompson Digitally signed by Ja'Tia Thompson

Date: 2024.10.31 10:29:25 -04'00'

Required Requester's Signature

This section is for M/WBE Office use only

Contact Name:

Phone Number:

The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. **Please explain in detail. (Attach supporting documentation as necessary)**

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- Sole Source: the required supplies or services are available from one responsible source
- Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- Emergency contracts for goods or supplies;
- Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. **Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)**

The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)

Nora Gardner
11/1/24

REQUIRED MWBE Signature

This section is for CMO OFFICE USE ONLY

Name:

Trey Davis

REQUIRED CMO Office Signature

The CMO Office approves the waiver request

The CMO Office does not approve the waiver request.

Date: