




MEMORANDUM

TO: Mayor and Council
FROM: James Scarboro, Purchasing Officer 
DATE: December 6, 2016
SUBJECT: Item #10 – Correction to RCA Purchasing Language

The December 8th Council agenda includes an item for the Mayor and Council's consideration to execute a contract with Minorities for Equality in Employment, Education, Liberty and Justice dba MELJ Justice Center to provide case management and associated services for previously incarcerated persons and their families.

The Purchasing Office received the request from the department to process a sole source award for this contract as the Vendor recommended was selected by the African American Resource Advisory Commission and approved by the department and Council when they allocated this amount in the FY17 budget. Under advisement from the Law Department, since other companies could provide this work, it is being changed to a Professional Service Exemption award. Because of this change, the following sections of the RCA should read as follows:

Purchasing Language: Professional Service

MBE/WBE: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

xc: Elaine Hart, Interim City Manager
Jannette Goodall, City Clerk
Anne Morgan, City Attorney
Greg Canally, Interim Chief Financial Officer