

## PROFESSIONAL ADVICE/PREFERENCE REQUEST – Bidding Exception Justification

### DRMC Sec. 20-64 (a)(3).

Defined as supplies, equipment or services required by reason of preferences based on professional advice. For purposes of this ordinance a "professional" shall be defined as a person(s) who is uniquely knowledgeable and technically qualified in the supply, equipment or service to be provided due to an on-going day-to-day familiarity with the supply, equipment or service to be provided and because of professional qualifications such as a degree or professional certification related thereto.

Requests for a "Professional Advice/Preference" bidding exception must be provided on this form (with any necessary attachments) and attached to the Workday requisition. This "Professional Advice/Preference" bidding exception document must be provided by a valid professional and signed by the head of the Agency or their authorized designee.

Agency: \_\_\_\_\_ Workday RQ: RQ \_\_\_\_\_

Supplier:
Brand/Manufacturer Part Number (if applicable):
Description of Goods and/or Services:
Please indicate the name of the professional who is recommending the bidding exception:  Their reasoning for the exception:  Their qualifications for being considered a "professional":
Why can't the good or service provider be substituted with another that may meet the same need or fulfill the same function?
If there is an alternative source or an "approved, acceptable equal" to the good or service desired, why, for "practical purposes" can't the alternative or "equal" fulfill your needs?
What verifiable efforts have you made to investigate alternative or "equal" goods or services? (Include any source documents/ website links you've reviewed during this process.)
What additional information would you like to present in support of your "Professional Advice/Preference" justification?

The Purchasing Division shall review this justification for compliance with applicable law and may require additional information from the agency, from the suggested vendor or alternative vendors or from trade associations, industry experts or other appropriate sources. In some instances, the Purchasing Division may request review of the "Professional Advice/Preference" request and supporting documentation by the Office of the City Attorney.

Professional, signature	Professional, printed name	Date
Agency Head (Authorized Representative), signature	Agency head, printed name	Date