

OR
OP/OC



CITY OF HUNTINGTON BEACH EXPERT SERVICES JUSTIFICATION WAIVER

Singular Uniquely Qualified Expert Services for Litigation

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information		
Requestor Name:	Division Manager: (Type names. Do not sign.)	
Department:	Department Head: (Type names. Do not sign. Must be same as signature below.)	
Department Contact Information		
Contact Name:	Street Address:	
Telephone : ()		
FAX: ()	Shipping Address:	
Cellular phone:		
Required Contact Information		
Contractor/Expert Name:		
Contractor/Expert Address:		
Original Contract Amount:* \$ (*Includes original contract and previously approved amendments)	Amendment Amount:* (if applicable) \$ (*Current amendment only)	New Contract Amount: * \$ (*Includes original contract and all amendments, including current amendment)
Provide a brief description of the services the contractor will provide:		
Contract Type and Term		
Contract Type: Select One: <input type="checkbox"/> Expert Witness	Contract Term: Begin: _____ End: _____ (Not to exceed 3 year term)	What account number will be used to purchase Bus Unit _____ Obj. Code _____
Required Approvals		
Department Head <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Executive Director/Date	Finance Manager <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Finance Manager/Date	<div> Chief Financial Officer <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Chief Financial Officer. /Date </div> <div style="margin-top: 20px;"> City Manager <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ City Manager/Date Mayor <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Mayor./Date (Transactions exceeding \$100,000 must be council approved) </div>

Complete responses must be provided for all of the following items.

A. THE SERVICE REQUESTED IS RESTRICTED TO ONE EXPERT FOR THE REASONS STATED BELOW:

1. Why is the acquisition restricted to this expert?

(Explain why the acquisition cannot be competitively bid).

2. Provide the background of events leading to this acquisition.

3. Describe the uniqueness of the acquisition (why was the service chosen?)

4. What are the consequences of not contracting with the proposed expert?

5. What market research was conducted to substantiate no competition, including evaluation of other items considered?

(Provide a narrative of your efforts to identify other similar or appropriate services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The names and addresses of experts contacted and the reasons for not considering them must be included OR an explanation of why there are no other experts to contact or are inadequate.)

B. PRICE ANALYSIS

1. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

2. Describe any cost savings realized or costs avoided by acquiring the services from this expert.