

# TOWN OF VIENNA

# Request For Waiver

<b>Dept</b> Human Resources	<b>Date</b> 05/15/2025	<b>Dept Head Signature</b> Signed by: 05/15/25   11:00 AM EDT <i>Michelle Crabtree</i> 984A5642452AFD...	<b>Proposed Vendor</b> Hire Right	<b>Amount</b> \$ 5,100
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A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.

<b>Sole Source/Proprietary</b>	<input checked="" type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>	<input checked="" type="checkbox"/>
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**CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED**

- 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- 7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
- 8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

**Explanation:**

Hireright is the Town's existing provider for pre employment background checks. This year the number of background checks increased exponentially due to the unexpected addition of new part time parks and recreation positions causing our April invoice to total \$1,195 exceeding our remaining PO balance. We are increasing the total blanket PO to over \$5,000 to cover that cost increase and potential high bills for May and June.

Discussed with Jerry and will issue a solicitation for the upcoming fiscal year and get a contract in place.

Reviewed by: *Jerry Amacker* Date: 05/15/25 | 11:02 AM EDT  
Purchasing Agent

Reviewed by: *Steven D. Briglia* Date: 05/15/25 | 12:36 PM EDT  
Town Attorney

Reviewed and Approved by: *Steven Barlow* Date: 05/15/25 | 11:04 AM EDT  
Finance Director

Reviewed and Approved by: *Mercy Payton* Date: 05/15/25 | 3:57 PM EDT  
Town Manager