



FOR INTERNAL CITY USE ONLY

**AGENCY PRE-SOLICITATION MBE/WBE WAIVER REQUEST**

<b>Date:</b>	
<b>Requesting Agency:</b>	
<b>Contact:</b>	

<b>Contracting Agency:</b>	
<b>Contract or Requisition # &amp; Title:</b>	
<b>Term of Contract:</b>	
<b>Intended Dollar Value of Contract:</b>	

**Explain why waiver is requested (specify services being rendered):**

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<b>Agency intends to use a selected source?</b>	
<b>Agency intends to use sole source?</b>	
<b>Is selected/sole source an MBE or WBE?</b>	
<b>Was a search performed in MWBOO directory to ensure no MBE or WBE businesses provide the services related to work scope or specifications?</b>	
<b>What key word(s) were used in directory to support the search?</b>	

Prior to submitting waiver, please make sure the following is included. Omission of these items may result in denial or delayed processing/approval.

1. Complete copy of Detailed Specifications Narrative(s) or scope of work
2. Copy of budget or cost report
3. Other supporting documentation to justify the need for waiver
4. For departmental auditing purposes, if contract will be competitively bid, attach a list of businesses solicited (if any) and indicate which are MBE or WBE.



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Date	Name & Title	Signature (e-Signature allowed)	Phone #

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**Action by Minority and Women's Business Opportunity Office**

Name and Title	Signature	Date	Approved	Denied

MWBOO Rationale: