


TOWN OF VIENNA**Request For Waiver**

Dept Hr	Date 07/08/2022	Dept Head Signature DocuSigned by:  07/08/22 10:34 AM EDT 984A5642452AF0...	Proposed Vendor Lytle EAP	Amount \$ 3830.40
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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.

Sole Source/Proprietary	<input checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<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)

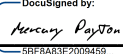
Explanation:

For renewal of membership for EAP services with Lytle EAP for FY 22-23. Formerly paid through the now disbanded Northern Virginia Employee Assistance Consortium (NVEAC). Lytle has been our EAP provider since 2008 and has provided excellent service.

Reviewed by:  Date: 07/08/22 | 10:36 AM EDT
Purchasing Agent

Reviewed by:  Date: 07/08/22 | 11:10 AM EDT
Town Attorney

Reviewed and Approved by:  Date: 07/08/22 | 10:59 AM EDT
Finance Director

Reviewed and Approved by:  Date: 07/08/22 | 12:05 PM EDT
Town Manager