



MR# 23-111  
Assigned by Purchasing Div.

### MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Police	Jessie Paskowski		500-0684
Department Head Signature	Date	Original RQ #	Estimated Cost
<i>Atty. Gen. David Campbell</i>	8/12/22		\$ 14,995
Is this Procurement State or Federally funded? <input checked="" type="radio"/> YES <input type="radio"/> NO			

**Reason for Modification Request:**

*Please complete this form and attach all supporting documents.  
Give complete, accurate, detailed explanation of your request. Please be specific.*

Five subscriptions to Global Knowledge (2,999 each). This subscription allows our IT staff to train on various courses including cyber security, exchange server, SQL server, and other IT topics.

- Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*  
Code Provision: 53.50.090 (c)
- Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.  
Code Provision: 53.50.090 (L)
- Rider to Another Contract:** A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.  
Code Provision: 53.50.090 (f) Agency: \_\_\_\_\_ Contract #: \_\_\_\_\_
- No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.
- Other:** Clear explanation is required. Code Provision: (if applicable) \_\_\_\_\_

**Explanation:**

Approved By:

Renée Lovee 8/15/2022  
Purchasing Officer Date

\_\_\_\_\_  
City Manager Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: \_\_\_\_\_