Posting Notice/Posted kc 03.25.26

MODIFICATION (WAIVER) REQUEST

MR# 26-272
Assigned by Purchasing Div.

Date	Original RQ #	MR Description	
March 23, 2026		High Performance Team Development	
Department & Division		**Department Head Signature**	**Estimated Cost**
CCFR		Thomas Hatley (Mar 23, 2026 15:35:27 AKDT)	$45,000.00
Contact Name	Brenwynne Grigg	**Contact Number**	(907)586-5322, 4320
Is this Procurement State or Federally funded?	○ YES	◉ NO	

If this is a reoccurring MR, please complete the table below each FY

FY	RQ	$ Amount	PO #

◉ **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:

Reason for Modification Request:
Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

Sole Source letter attached. To conduct High Performance Team Development training with Stuart Consulting Group. Training is a proprietary and exclusive package of professional services developed, owned, and delivered solely by the Stuart Consulting Group, Inc.

BEFORE SUBMITTING ENSURE THAT THE ABOVE IS COMPLETED

Approved By:

Renee Loree 03/25/2026
Purchasing Officer **Date**

_____
City Manager **Date**

Purchasing Officer Comments

SOLE SOURCE JUSTIFICATION STATEMENT

Fire Service Leadership and Organizational Development Support Project

To Whom It May Concern:

This letter serves as formal certification that the *Fire Service Leadership and Organizational Development Support Project* is a proprietary and exclusive package of professional services developed, owned, and delivered solely by the *Stuart Consulting Group, Inc. (SCGI).*

SCGI is the sole creator and owner of the methodologies, original research, frameworks, assessment instruments, facilitation models, and intellectual property utilized in this Project. The services incorporate proprietary leadership development models, organizational culture diagnostics, and fire service specific organizational design strategies developed exclusively by SCGI. These materials are protected by applicable trademark and copyright laws and are not licensed, distributed, or authorized for use by any other individual, firm, or entity.

No division, subsidiary, affiliate, or related company—including any entity associated with the RMC Group of Companies of which SCGI is a part—provides this specific package of services. Furthermore, no agents, resellers, distributors, or third-party representatives are authorized to market, sell, or deliver this Project. Procurement of these services must be made directly through SCGI.

Based on market knowledge and industry review, there is no other vendor offering an equivalent combination of proprietary research, fire service leadership specialization, and integrated organizational development methodology that would meet the same operational objectives or functional requirements. Substitution with another provider would materially alter the scope, methodology, and expected outcomes of the Project.

Because the services are proprietary and exclusively owned by SCGI, pricing is singular and not subject to competitive distribution or resale structures.

Should additional information be required to support this sole source determination, please contact SCGI at (360) 440-6823 or visit www.DeHicks.com.

Sincerely,

Dr. De Hicks
President and Chief Executive Officer
The Stuart Consulting Group, Inc. (SCGI)
The RMC Group of Companies

SUBSCRIBED AND SWORN to before me on this 2nd day of MARCH, 20.

Donnie A. Quitugua

Notary Public Signature

DONNIE A. QUITUGUA

Printed Name

3/1/2029

My Commission Expires:

DONNIE A QUITUGUA
COMMISSION EXPIRES
03-01-2029
NOTARY
PUBLIC
Commission Number 126775
STATE OF WASHINGTON