

EXCEPTION TO POLICY REQUEST ☒ Yes ☐ No

AN EXCEPTION IS REQUESTED BECAUSE:

Explain why the purchase cannot be made using a competitive process in accordance with the City of Long Beach's standard purchasing procedures. Attach additional page(s) if needed.

THE CONTINUED USE OF MS. HELMAN'S SERVICES WILL GUARANTEE A TIMELY RESPONSE TO GRANT RELATED QUESTIONS, REIMBURSEMENT PACKAGE PREPARATIONS WORKING ALONGSIDE OUR FINANCIAL BUREAU TEAM. SHE IS ALSO CRITICAL IN COMPLETING QUARTERLY AND BI-ANNUAL REPORTS THAT ARE MANDATORY BY FEMA ON PRESCRIBED DATES. THE ABSENCE OF A DEDICATED ANALYST, MS. HELMAN'S WORK IS A CRITICAL PART OF MAINTAINING AND MEETING THE DEADLINES OF OUR PSGP GRANTS.

ACCOUNTING INFORMATION

ACCOUNT STRING: GL#760059-32-3206-320608-00000-000000-00000-831404-CONTRACTUAL SVCS AMOUNT: \$ 25,000.00

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QUOTES RECEIVED - Attach backup documentation in TCM.

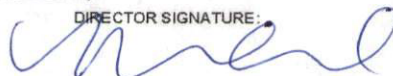
METHOD	BUSINESS NAME	NAME OF PERSON PROVIDING QUOTE	BUSINESS ADDRESS, PHONE, FAX, OR EMAIL	AMOUNT QUOTED
EMAIL	RISA HELMAN	\$25,000	ANAHEIM, CA 92804	\$ 25,000.00

DEPARTMENT DIRECTOR APPROVAL (IF APPLICABLE)*

PRINT DIRECTOR NAME:

Maura Velasco-Ventura

DIRECTOR SIGNATURE:



DATE

1/30/2020

DEPARTMENT INFORMATION

REQUISITION NUMBER: _____ DEPARTMENT NAME: POLICE DATE: 01/16/2020
REQUESTOR: LT. ERIC LEDESMA PHONE: (562) 283-7962

VENDOR INFORMATION

NAME: RISA HELMAN VENDOR #: 18280
DBA: _____ CONTACT: _____
ADDRESS: _____ ANAHEIM, CA 92804 EMAIL: _____
PHONE: _____ FAX: _____

MUNIS USER DEFINED FIELDS (UDFs)

PROCUREMENT PROCESS TYPE: (3ETP DH) <=25K DEPT HEAT EXCEPTION

CHANGE ORDER REASON (IF APPLICABLE): _____

INSURANCE: ☒ Yes ☐ No INSURANCE REASON (IF APPLICABLE): over \$2500LABOR COMPLIANCE: ☐ Yes ☒ No TI EQUIPMENT: ☐ Yes ☒ No HOMELAND SECURITY GRANT: ☐ Yes ☒ No

FUNDING SOURCE: 7600-59-32-3206-320608-00000-000000-00000-831404-CONTRACTUAL SERVICES

DESCRIPTION OF PURCHASE

DESCRIPTION / JUSTIFICATION FOR PURCHASE / TIMING CONSIDERATIONS / SERVICE LEVEL IMPACT IF NOT APPROVED

PPD IS REQUESTING AN EXPECTATION TO POLICY REGARDING USING GRANT CONSULTING SERVICES WITH RISA HELMAN TO COVER SERVICES RENDERED FROM DECEMBER 2019-SEPT 2020 FOR \$25,000.

RISA HELMAN HAS DIRECT HOMELAND SECURITY GRANT EXPERIENCE AND HAS BEEN ASSISTING OUR DIVISION OVER THE COURSE OF THE PAST SEVERAL YEARS WITH ALL ASPECTS OF ADMINISTERING THE GRANTS.

OUR CONTINUED USE OF MS. HELMAN'S SERVICES WILL GUARANTEE A TIMELY RESPONSE TO QUARTERLY AND BI-ANNUAL REPORTS NEEDED BY FEMA, GRANT RELATED QUESTIONS, REIMBURSEMENT PACKAGE PREPARATIONS WORKING ALONGSIDE OUR FINANCIAL BUREAU TEAM.

GL#760059-32-3206-320608-00000-000000-00000-831404-CONTRACTUAL SERVICES.

(Continued)