



# OFFICE OF ASSESSOR COUNTY OF ALAMEDA

1221 Oak St., County Administration Building  
Oakland, California 94612-4288  
(510) 272-3766 / FAX (510) 208-3970

**PHONG LA**  
**ASSESSOR**

September 15, 2020

The Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

**SUBJECT:** APPROVE A NEW SERVICES AGREEMENT WITH GRM INFORMATION MANAGEMENT SERVICES TO PROVIDE DIGITAL DOCUMENT CONVERSION SERVICES FOR THE ASSESSOR'S OFFICE.

Dear Board Members:

**RECOMMENDATION:**

- A) Approve a new services agreement (Piggyback Acceptance # 6872, City and County of San Francisco TC No. 93000-B; Contract ID: 100009056) with GRM Information Management Services to provide digital document conversion services for the Assessor's Office, for the term beginning on 10/01/2020 through 01/31/2020, in the amount of \$339,040.  
and
- B) Delegate authority to the Assessor, to sign and execute the agreement, and submit a copy of the executed contract to the Clerk of the Board for filing.

**SUMMARY/DISCUSSION:**

The Alameda County Assessor's Office has a need to digitize and import into the County document management system approximately 450,000 folders or 5,000,000 images that include both Residential and Commercial files. These documents have no available copies anywhere.

After conducting a Request for Quotation (RFQ) from several local and non-local vendors, we found that GRM Information Management Services is able to provide the most cost-effective scanning services



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based on our department's needs. GRM Information Management Services is a Certified Small, Local, and Emerging Business (SLEB) vendor who also has an existing Countywide Records Storage and Retention services contract with Alameda County, and has an existing \$1.5M Backfile Conversion Services contract with the City and County of San Francisco until 01/31/2020. The complete contract term for the Assessor's Office digital conversion services is 6 months, beginning 10/01/2020 through 03/31/2020. We will go back to the Board to request for approval for the remaining terms in the contract, 02/01/2020 through 03/31/2020, once proper documentation becomes available.

The electronic imaging of millions of essential documents and indexing the data on these documents will drive an increase in efficiency and productivity in the Assessor's Office. Electronically accessed documents will help our Appraisers reduce the time invested in searching manually for physical documents, expedite services to property and business owners, increase the number of audits and appraisals, and thus increase the overall assessment roll.

## **FINANCING**

The Assessor's Office will be utilizing funds from our Discretionary Services account. There is no increase in the net County Cost as a result of this action.

## **VISION 2026 GOAL:**

This digitization of millions of property records will allow the Assessor's Office to support remote access enabling technologies and adopt intelligent building technologies that permits efficient use of resources resulting in an increase in efficiency and productivity. Entering this agreement meets the 10X goal pathway of having Accessible Infrastructure, in support of our shared vision of a Prosperous and Vibrant Economy.

Sincerely,

Phong La  
Alameda County Assessor

Attachment: GRM Proposal  
GSA-Approved Piggyback Acceptance # 6872



# Proposal for

## Alameda County Assessor's Office

### Digital Document Conversion Services APN FOLDERS

**Prepared for:**

**Gary Chan**  
Alameda County Assessor  
1221 Oak Street, Suite 145  
Oakland, CA 9612

**Presented by:**

---

Sue Wodarski, Account Manager  
**GRM Information Management Services**  
41099 Boyce Road  
Fremont, CA 94538  
(510) 933-4228 – Office  
swodarski@grmdocument.com  
www.grmdocumentmanagement.com



Hi Gary,

Thank you for providing GRM with the opportunity to provide you with a proposal to convert your APN Folders to digital format. GRM is one of the largest privately held records management firms in the U.S. and has been in business for 32+ years with locations across the nation. We provide a complete blended solution designed to meet your data and document management needs. Our service offering addresses the complete life cycle of your data. GRM provides secure document storage, scanning, hosted solutions, electronic form development, data vault storage, pick-up/delivery, and certified shredding.

Here are a few reasons why we believe GRM is the company best qualified to handle this project for **Alameda County Assessor**:

- GRM is one of the largest records management firms in the United States with 14 locations around the nation, privately held
- Our 220,000 sq-ft secure facility is located in Fremont, CA
- GRM currently provides Records Management services for all Alameda County Agencies and has multiple scanning projects/references as well.
- GRM has a CMAS contract in place for contract term 1/17/17 through 11/30/21 and can supply a copy upon request
- GRM will provide free-of-charge archive boxes for transferring to GRM and picked up by a GRM bonded driver in one of our large fleet of Trucks/Vans and securely transported to GRM's 220,000 sq-ft secured facility where your documents will be tracked via a sophisticated bar code tracking system throughout the entire project
- As your account manager, I've personally been in the imaging industry managing these large backfile scanning projects for 8+ years
- Once the project is complete, GRM can store the physical files/boxes for up 120 days at **no additional charge**
- GRM can offer certified shredding services upon request



## Project Scope and Requirements:

### Project Overview

The Alameda County Assessor's Office has a one-time need to scan and index Active APN files. GRM will pick up approximately 100 boxes per week at 1221 Oak Street, Oakland, CA location for off-site imaging. Imaged documents with metadata will be returned to Alameda County Assessor to import into the document management system used by County departments.

AC Assessor's office has approximately 450,000 folders of APN files. Mostly 8.5 x 11 standard pages (80% double sided).

### General Requirements

- All documents will be scanned at GRM's secure scanning center located at 41099 Boyce Road, Fremont, CA 94538.
- Assumption – 450,000 folders
- 400,000 folders are Residential Files and have an average of 10 images each (80% double sided) – 4,000,000 image estimate
- 50,000 folders are Commercial and have an average of 20 images each (80% double sided) – 1,000,000 images
- Total Images 5,000,000
- Each folder will have up to 4 Categories of documents that each need a unique pdf – Category 1 = Appraisal, Category 2 = Building Sheet, Category 3 = Questionnaire, Category 4 = Miscellaneous
- Master Folder will be APN#; Indexing for each pdf within the folder should be: APN#-Category #-Date Scanned
- Output of imaged document files should be PDF's; documents can be imaged in black and white with auto color detection @ 300 dpi with auto color detection and full-text OCR.
- All metadata for documents should be in an XML file, in format specified by Alameda County ITD. File should include the path to the image file.
- Imaged documents and metadata XML should be delivered as a zip file and uploaded to Alameda County SFTP site on a weekly basis.
- Once Alameda County Assessor's Office completes QC process, documents will be destroyed by GRM upon receipt of written authorization to destroy and/or returned to AC Assessor. GRM will not charge for box purchase if GRM performs destruction.
- GRM will provide a channel of communication for Alameda County to request for documents, report errors and other inquiries.
- GRM will provide a proof of concept/sample for approval by AC Assessor before proceeding with entire project.

## Statement of Work

The Alameda County Assessor's Office has approximately 450,000 files to be scanned and imported into the County document management system. This is a one-time back-file scanning need. The following are the requirements.

### Project Requirements

GRM Off-Site Scanning:

- GRM will provide all staff and equipment to complete the project.
- It is estimated that GRM can complete approximately 160,000 images per month initially utilizing 4-5 scanners (ramping up to 6) with an estimated completion of 6 months with project start date of October 1, 2020.

GRM will Complete the Following Prep Requirements:

- Remove staples, paperclips, or other binding
- Relocate post-it note on page when covering information before scanning
- Input separator sheets (GRM-provided) between 2-4 document types

Scanning/Indexing Requirements:

- AC Assessor will place all documents in order by APN number into GRM-supplied boxes and indicate on outside of each box which APN number range is in each box.
- GRM will schedule pick up of boxes at the direction of AC Assessor.
- GRM will capture the APN number on each document by scanning the barcode on the outside of each folder and then capture the Document Category (Category 1 = Appraisal, Category 2 = Building Sheet, Category 3 = Questionnaire, Category 4 = Miscellaneous) and input scanned date.
- Each individual APN will be a unique file folder with a unique pdf inside each folder with the APN#-Category#-Scanned Date being the name of the pdf.
- 80% of documents are double-sided, 8.5 x 11 up to 11 x 17
- Documents will be scanned in black & white @ 300 dpi with auto-color detect (**i.e., no matter their color type, all documents will be scanned in color mode and our software will automatically determine the color type of each page. Then, depending on the detected color-type, the filter will automatically encode the image in its best suited / optimized bits-per-pixel encoding**). GRM will provide AC IT Department with sample scanned file with index file for upload/testing in FileNet; upon approval of samples, GRM will proceed with full scanning project.
- If AC Assessor needs a file during the scanning process, GRM will pull the file and put it to the front of the line, scan it and deliver the scanned pdf via secure email within 24 hours of the request (Monday through Friday).

Delivery Requirements:

- GRM will deliver scanned documents and metadata via Alameda County provided secure SFTP site.
- **One of the unique aspects to partnering with GRM is our 100% satisfaction guarantee on the delivered images. We do not limit you to a certain number of revision cycles. Rather, it is our goal that you are 100% satisfied with the work performed. If at any time you need a page rescanned, GRM will pull the hard copy where available and re-scan it at no cost. If AC Assessor needs to audit the folder for QC, GRM will deliver the physical folder at no cost.**
- Upon completion of QC, GRM will securely store documents for up to 120 days at no charge and then destroy documents upon receipt of written authorization to destroy and provide a certificate of destruction.



**GRM Document Imaging Process**

A dedicated team of skilled operators come to AC Assessor’s Office and will prepare the files, scan, index, perform quality control review, and create an electronic file for delivery. Each file will be prepared for scanning, scanned in black & white with auto color detection at 300 dpi resolution and saved as Multi-Page PDF files.

Each file will be indexed by:

- APN Number
- Category
- Scanned Date

**Document Storage and Destruction**

GRM will store documents for up to 120 days at no charge and destroy documents upon receipt of written authorization to destroy and will provide certificate of destruction.



Thanks for the opportunity and I look forward to working with you on this project in the near future.

Sincerely,

Sue Wodarski

A handwritten signature in blue ink that reads "Sue".

Account Manager  
GRM Information Management Services  
41099 Boyce oad, Fremont, CA 94538  
(510) 933-4228 – Office  
swodarski@grmdocument.com  
Visit us on the web @ [www.GRMdocument.com](http://www.GRMdocument.com)

**Confidential Price Quotation - Estimate**

**Secure On-Site Document Conversion Services**

400,000 Residential Files – Average of 6 images/file – 4,000,000 images (4 Separator Sheets)

50,000 Commercial Files – Average 16 images/file – 1,000,000 images (4 Separator Sheets)

ITEM	DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Weekly Pickups of 100 Boxes	16	\$9.50/trip	\$152.00 - Waived
2	Per Item Transport	1,600	\$1.85/each	\$2,960.00 - Waived
2	Document Prep	5,000,000	\$0.0352/image	\$176,000.00
3	Document Indexing	1,825,000	\$0.0192/image	\$35,040.00
4	Document Scanning	3,200,000	\$0.0256/image	\$81,920.00
5	Separator Sheets	1,800,000	\$0.0256/image	\$46,080.00
6	Secure Destruction	1,600	\$6.20/box	\$9,920.00 - Waived
7	Archive Boxes – Supplies*	1,600	\$2.50/box	\$9,920.00 - Waived
<b>TOTAL ESTIMATED SCANNING PROJECT COST</b>				<b>\$339,040.00</b>

**Terms and Conditions**

- 1.) **Actual volumes to apply.**
- 2.) Pricing is valid through October 1, 2020.
- 3.) Pricing above is in accordance with Alameda County Current Contract Rates.
- 4.) Payment Terms are Net 30.
- 5.) Rates subject to change based on proof of concept or changes from the original Statement of Work.
- 6.) **Invoice will be based on actual number of images prepped, indexed, scanned at the quoted rates above. The final quantities will not affect the per unit prices.**
- 7.) **Refer to GRM’s Disaster Recovery Plan for details related to GRM’s disaster/contingency plans. Also see GRM’s Quality Control Measures below.**
- 8.) **\*GRM will supply archive boxes at no charge as long as GRM does the box destruction.**



**Acknowledgement**

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the date for above written.

**GRM Information Management Services, Inc.**

**Alameda County Assessor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed: Sue Wodarski

Printed: \_\_\_\_\_

Title: Account Manager

Title: \_\_\_\_\_

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

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



**ATTACHMENT A**

**GRM SCANNING QC PROCESS DOCUMENT  
QUALITY CONTROL MEASURES**

### **Acceptance Review Cycle**

One of the **unique aspects to partnering with GRM** is our **100% satisfaction guarantee** on the delivered images. We do not limit you to a certain number of revision cycles. Rather, it is our goal that you are 100% satisfied with the work performed. If at any time you need a page rescanned, GRM will pull the hard copy where available and **re-scan it at no cost**.

### **SIX SIGMA QUALITY CONTROL**

Quality is an integral part of each process function as well as an overall culture at GRM. Below are general descriptions of our Six-Sigma Quality Control Processes. Specific Quality Control features may vary by project. During the initial project kick-off meeting and finalization of your project requirements GRM will work with you to determine any additional “Best Practices” for managing the quality of your conversion.

#### ***Image Tracking***

- Tracks documents from receipt to delivery
- Records time, date and operator at each step
- Enables location and check-out of in-process documents
- Audit reporting ensures all items received are processed

#### ***Document Preparation Q/C***

- Certification process for document identification via pre-indexing
- Ensures document preparation clerks identify and classify document per client specifications

#### ***Page Verification***

- Visual review of scanned images
- Verifies all images are scanned
- Adds any missing images
- Reprocesses poorly scanned images
- Typically provides “Six Sigma” image quality

#### ***Index Q/C via Database Verification***

- Matches indices for scanned documents to client-supplied database record
- Allows capturing additional index values from the database
- Typically provides Six Sigma index accuracy

#### ***Index Q/C Visual Inspection***

- Visual inspection of Indices
- Provides enhanced accuracy compared to single pass indexing

#### ***Image Audit***

- Database-driven reporting system
- Ensures that all documents or folders have been successfully processed
- Ensures that any missing documents are reported in a timely fashion

## QUALITY CONTROL MEASURES

### Security and Chain of Custody

#### **Access**

Employees are equipped with a personal access control fob that is assigned only to the particular areas within the facility based on the job assignment and working hours associated with that assignment. The stand-alone scanning center has separate access control for ONLY authorized scanning personnel and Operations Manager. The access control system automatically monitors individual access activity for all employees. Any other pedestrian doors or gates that are not used for access are keyless, under 24/7 burglary alarm monitoring, and can't be opened from the outside.

Visitor access is granted only through the front lobby door after confirming identity, visual identification and validating purpose of visit. After that visitors are granted entry to the lobby, required to sign-in, receive a temporary ID badge and required to wear it at all times during the visit. Guests are escorted by GRM employees at all times throughout the visit.

#### **Cameras**

There are closed circuit cameras running 24/7 and visually monitored by GRM employees via PC monitors installed in the customer service area and the shipping and receiving office. Also, there is a live feed of images sent to our corporate security office where security guards monitor cameras 24/7. Areas controlled by cameras are: all main access points by employees and visitors, building perimeters, loading dock areas inside the building, enclosed loading dock area outside the building, entry point from Record Center to the office. All images from all cameras electronically stored for 90 days.

#### **Vehicles**

All GRM service vehicles are on the long-term lease through Ryder with full service agreement. All vehicles are equipped with BABACO locking devices which lock the doors automatically and the key can only be removed from the lock once locking process is completed. The back doors of the GRM trucks are equipped with secondary locks which uses a padlock. This is a specialized vehicle which is equipped with security features that include: Automatic locking devices for the doors, an alarm system that alerts the driver if the door remains open longer than 10 minutes and the deactivation of the doors before the doors can be opened. For the added protection of climate sensitive materials the vault vehicle also has specialized refrigeration and insulation for the cab of the vehicle. **In the case of an accident GRM would dispatch another vehicle to safely transfer the documents.**

All items are unloaded daily upon arrival and never left inside the vehicles overnight. Items to be serviced next day are loaded on the vehicles only in the morning by drivers upon reporting to their duty. Media tapes are always transferred in secured containers and placed in the vault immediately upon arrival at GRM. On the route, drivers are instructed to keep service vehicles locked at all times. GRM dispatchers are performing random visits at the points of service to confirm the above procedures are followed.

#### **Third Party Security Services**

GRM uses Bay Alarm and Sonitrol for burglary alarm monitoring services and interface for monitoring fire alarm and sprinkler systems. Key GRM operations managers are on the calling list in case of emergency and carry company provided cell phones on 24/7 basis. An additional, Property Management Company provides outside patrol car for entire business park sporadically throughout the day and night.

#### **Hiring Procedures**

All GRM employees are passed through a 13-year background check that covers all states. GRM employees also passed a regular pre-employment drug test and drivers passed an additional drug screen test based on DOT requirements. Drivers are also required to pass an additional physical and must retake the drug screening test every two years as required by DOT. GRM also performs random drug testing for all employees regardless of rank or job description.

#### **Fire Prevention**

- GRM Document Management records centers are constructed of non-combustible materials.
- **All buildings are equipped with fully-functional dry-pipe sprinkler system and pre-action smoke detection systems that conform to local building and fire codes.**
- **Fire extinguishers are located throughout the facilities.**



**September 14, 2020**

TO: Detra Dillon, Procurement Administrator, General Services Agency

FROM: **Ariana Figueroa**, Procurement & Contracts Specialist

SUBJECT: FINDING OF PIGGYBACK ACCEPTANCE # **6872**  
PURCHASE FROM **GRM INFORMATION MANAGEMENT SERVICES** LOCATED IN **FREMONT, CA**

This is to document my finding that a piggyback on the **City & County of San Francisco (TC No. 93000-B; Contract ID: 1000009056)** contract for the purchase of **backfile scanning, imaging, and conversion services** in the amount of **\$339,040.00** for the approximate term of **10/01/2020-01/31/2021** for the **Assessor's Office** is a reasonable and appropriate method of purchase.

In accordance with the County Administrative Code Section 4.12.010 entitled "Purchases to be by Competitive Quotation," all purchases of and contracts for materials, supplies, services, furnishings, equipment, livestock, and other personal property shall be based wherever possible on competitive quotations.

I have reviewed the attached Departmental Justification to Request a Waiver of County Competitive Bidding Requirement by Piggyback and researched the product/marketplace/contract's terms and conditions/internet. The **City & County of San Francisco (TC No. 93000-B; Contract ID: 1000009056)** awarded a contract to **GRM Information Management Services** for **backfile scanning, imaging, and conversion services** as the result of their competitive bidding process. **The Alameda County Assessor's Office has approximately 450,000 files to be scanned and imported into the County document management system. This is a one-time back-file scanning need. The digitization of millions of property records will allow the Assessor's Office to support remote access enabling technologies, and adopt intelligent building technologies that allow for efficient use of resources, which are all in line with the Vision 2026 Goal of having Accessible Infrastructure.** Based on my research I have determined that it is in the best interest of the County to obtain the product/service and or supplier as requested to satisfy the County's requirements.

**The Assessor's Office** is to obtain Board approval for services that exceed \$25,000 requesting authorization from the President of the Board to sign the contract or approve the purchase. The Auditor-Controller issues Board signed contracts, Board approved purchase orders and purchase order changes with/without signed contracts.

GSA Procurement:

Approved: 

Detra Dillon, Procurement Administrator

9/14/2020

For supporting documentation see salesforce bid waiver record # 6872





REQUEST FOR AUTHORIZATION TO WAIVE SLEB PROGRAM

For Federal grant funds:

Procurements using Federal grant funds which prohibit geographical preferences require the Federal Grant Funds SLEB Waiver Request form to be completed and submitted for approval to the Auditor-Controller Office of Contract Compliance & Reporting (OCCR) prior to soliciting bids/proposals and awarding contracts. For further information contact OCCR at ACSLEBcompliance@acgov.org.

For ALL Requests over \$3,000 and for Non-Federal SLEB waivers:

Requests must be completed and submitted online. The automated SLEB waiver requests can be found under the "For Work" section. See "Online SLEB Waiver Request". Complete #1-#9 below, complete #10 if over \$100,000 (First Source applies). Attach supporting documentation including 2 quotes or approved Sole Source/Piggybacks (must have both the Questionnaire and Finding Memo).

For questions, or if you are unable to access/log in to the automated system, you can contact OAP at gsa-oapslebwaivers@acgov.org.

NOTE: A SLEB waiver is NOT required for the following:

- \* Approved Sole Source Exceptions for goods and services with a cumulative fiscal year total upto \$25,000.
\* P.O. Change Order (POC) with a cumulative fiscal year total upto \$25,000 and no changes in vendor, product or fiscal year.

For Requests over \$25,000, a SLEB Waiver Number will be issued as required to enter a Procurement Contract in ALCOLINK. OAP will email signed approvals (with Waiver Number if appropriate) and denials to Requesting Departments and GSA Procurement.

NOTE: All questions require a complete response. Enter "N/A" or "None", etc., as applicable. Do not leave blank lines.

1. Please check appropriate box and complete department/contact information below.

Form with checkboxes for 'Requesting Department' and 'GSA Procurement managing the competitive process'. Includes fields for Department (Assessor), Primary Requestor (Kristi Martinez), Email (kristi.martinez@acgov.org), Telephone # ((510)504-4943), Secondary Requestor, GSA Procurement/Auditor, Contact Name (GSA-Buyer), Email (GSA-Buyer@acgov.org), Telephone # ((510)208-9600).

2. Recommended Vendor: GRM Information Managment Services, PO# pending, REQ#: [blank]. Country: United States.

Street: 41099 Boyce Road, City: Fremont, State: CA, Zip: 94538

3. Procurement Type (check all appropriate boxes below):

Form with checkboxes for 'New Contract', 'Renewal Contract', 'Contract Amendment-Term', 'Contract Amendment-Value', and 'Other'.

4. Total PO/Contract Value (including increase, if \$339040.00; Increase Value (if any) \$0.00. Contract Term Start 10/01/2020, End 01/31/2021, OR One-Time [checkbox].

5. **Goods/Services Procurement Description:**

DIGITAL DOCUMENT CONVERSION SERVICES FOR THE ASSESSOR'S OFFICE

6. **Brief explanation of why goods/services are required:**

The Alameda County Assessor's Office has a need to digitize and import into the County document management system approximately 450,000 folders or 5,000,000 images that include both Residential and Commercial files. These documents have no available copies anywhere.

7. **Date Goods/Services Needed:**

10/01/2020

a. **What are the consequences if the date goods/services needed is not**

If the digitization needs of the Assessor's is not met, it can affect electronic imaging the efficiency and productivity of employees in the Assessor's Office. Electronically accessed documents will help our Appraisers reduce the time invested in searching manually for physical documents, expedite services to property and business owners, increase the number of audits and appraisals, and thus increase the overall assessment roll.

8. **Explanation of why the non-SLEB contractor/subcontractor (in #2 above) is being recommended and, if procurement over \$25,000, why they are unable to subcontract with a SLEB(s) for a minimum of 20%:**

GRM is a non-certified local vendor with a Piggyback Acceptance # 6872. They also presented the best/lowest price - more than 20% lower - from all the vendors we contacted.

9. **IF APPLICABLE: New Sole Source submitted to Procurement**

**Existing Approved Exception on**

**Not**

10. **Explain what attempts were made to locate a SLEB prime or, if procurement over \$25,000, SLEB subcontractor(s), including:**

Copies of bids received and/or detailed statement of efforts made to contact and negotiate with certified businesses, including list of SLEBs contacted, names of individuals, addresses, phone numbers, dates contacted and bid prices attached. In the section below, list the documents that have been attached:

a. n/a

b. n/a

c. n/a

**Supporting Documents:**

PB Finding Memo with BOS -  
a0711000068OMk4.pdf  
GRM Scanning Proposal - Alameda  
County Assessor APN Rev 8-5-2020.pdf  
Assessor - GRM Scanning Services.doc

11. **If the contract is over \$100,000, is the recommended vendor able to comply with the First Source**

Yes:

No:

If No,

**Expedit**

**(Check this box to expedite processing)**

12. Department Certification: I certify to the accuracy of the preceding statements,

JODIMARU

Signature of Agency/Department Head  
or Designee or GSA Procurement Manager (if GSA Procurement managed the

Joan Dimarucut

Print Name

09/14/2020

Date

OAP to complete below:

A. Request Approved:

Waiver Valid Through:

01/31/2021

SLEB Waiver Number:

7065

Reason:

Piggyback Contract.

B. Request Denied:

Reason:

C. Disregard:

Reason:

D. Other:

Reason:

RCHUON

Signed by GSA-Office of Acquisition Policy (Required)

09/15/2020

Date

\*Primary Requestor - Main Contact \*\*Secondary Requestor - Backup Contact