



# City of Houston Pay or Play Program Prime/Subcontractor Waiver Request



If a waiver of the Pay or Play Program requirements is requested, the City of Houston contracting department shall submit this Waiver Request form to the City of Houston Office of Business Opportunity Division along with any supporting documentation. A waiver, if granted, shall be effective for the duration of the contract. In the event of renewal or renegotiation of the contract, subsequent waivers may be requested and either granted or denied.

Department: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Prime Name: \_\_\_\_\_ Vendor No.: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_ Vendor No.: \_\_\_\_\_

Outline Agreement No.: \_\_\_\_\_ Project Start Date \_\_\_\_\_

**This contractor is exempt from POP requirements based on the following:** *(Check the appropriate box.)*

- Adverse Impact** – Compliance with the Pay or Play Program would cause an unreasonably adverse impact on the City’s ability to obtain services or an unreasonably adverse financial impact on the City.
- Foreign Company** – Foreign Company – The contract or subcontract is with a company whose headquarters and/or employees are located outside of the United States of America and provide universal health insurance to employees traveling and working in the United States of America.
- Other** \_\_\_\_\_

**Note:** Please provide backup documentation that will explain in detail why this contract is a candidate for a waiver.

\_\_\_\_\_  
Pay or Play Liaison Name

\_\_\_\_\_  
Signature and Date

OBO Decision: \_\_\_\_ Approved \_\_\_\_ Rejected

\_\_\_\_\_  
OBO Director Signature & Date