



Bid Waiver Form

Revised 04/2021

Short Description of Goods/Services	Technical Project Management Services	Total Cost	\$176,800
Vendor Name	Beacon Hill Staff Group, LLC	MUNIS #	Req #
Purchasing Officer	Megan Rogan	Date	8/17/21
Department	Department of Human Services	Email	clemens.kari@countyofdane.com
Name	Kari Clemens	Phone	608 242 6298

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

The Department of Human Services is seeking a twelve month engagement for a contracted project manager to provide technical project management services in order to manage current active Information Systems projects and to plan for upcoming technical work and initiatives. The limited twelve month contract engagement is intended to bridge current project management needs while the Department pursues a higher reclassification for an internal project manager position that is currently under review by the Division of Employee Relations. The expected reclassification of that position will result in the recruitment of a permanent position by the Department. While that position reclassification is evaluated, and as the subsequent recruitment and on-boarding process is pursued, the Department has several active time-sensitive IT projects in progress and a backlog of project requests.

Active projects in progress that will be managed by this contract position include the State of Wisconsin mandated development of a claims interface for the Children Come First Medicaid program, the replacement of an out-of-support Representative Payee software application, and the implementation of replacement applications for case management and document management in Community Restorative Court and Child Protective Services areas.

Additionally, the Department is undertaking a strategic planning initiative to evaluate IT infrastructure needs to reduce manual work, enhance data analytics and support innovation and is working to implement IT project management standards. Purchased project management services will support these efforts as well in the coming year.

Send to a Purchasing Officer Once Completed



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Procurement Exception List

- Emergency Procurement
- Unique and specific technical qualifications are required
- A special adaptation for a special purpose is required
- A unique or opportune buying condition exists
- Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception(s) chosen:

Beacon Hill Staffing Group has provided Information Systems support through use of a current contract project manager. That project manager has performed support of critical projects during this past year, which notably included systems implementation supporting the Behavioral Health Resource Center initiative, as well as other projects noted above. Therefore, this bid waiver effectively extends the use of contract support. The department had planned to hire a permanent project manager in 2021 but has unfortunately experienced two failed recruitments to date. As a result, the department is pursuing a reclassification of that position to better position the next recruitment, and seeks to extend contract support in the meantime.

Importantly, continued use of this contract position through this next year will help achieve a smooth transition without the need to delay projects as a new permanent employee is on-boarded. It is important that time sensitive project work continue without interruption and be supported by the unique technical skills currently provided through Beacon Hill Staffing.

Bid Waiver Approval (For Purchasing Use Only)

Under \$37,000 (Controller)

\$37,000+ (Personnel & Finance Committee)

Date Approved:

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