



Bid Waiver Form

Revised 01/2022

Short Description of Goods/Services	Housing Case Management for The Heart Room	Total Cost	\$50,386 (2023 Budgeted number x 5 years = \$251,930)		
Vendor Name	The Road Home	MUNIS #	3542	Req #	1036
Purchasing Officer	Megan Rogan	Date	1/6/23		
Department	Housing Access & Affordability	Email	dux.kristina@countyofdane.com		
Name	Kristina Dux	Phone	608-571-8966		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

- A. Description: Case management for families participating in the Heart Room program. (SPC Code 106: Housing/Energy Assistance)
- B. Service Location: At various locations in the Meadowood and Southdale neighborhoods (Rimrock Rd. corridor) in Madison, WI, as determined by PROVIDER, in collaboration with program partners.
- C. Service Days / Hours: Services are available Monday through Friday from 9am to 5pm, with occasional evening hours as determined by PROVIDER.
- D. Persons to be Served: Target Population - Twelve families at-risk of homelessness or formerly homeless who are currently participating in the Heart Room housing stability program.
- E. Eligibility / Guidelines
1. Families currently enrolled in services through the Early Childhood Initiative (ECI), Joining Forces for Families (JFF), or through PROVIDER with a demonstrated need of housing support.
 2. Families not currently receiving Section 8 housing assistance.
 3. Families must be actively homeless. Includes those who are doubled-up and trying to secure their own housing, or those families currently on a lease but in danger of losing their housing.
 4. Priority for program entry will be made for families who have tried to connect with the homeless services system. Services and program funding shall prioritize those families with children in the following order: a) under the age of five, then b) under the ten.
- F. Length / Duration of Services: Enrollment in program may last up to three years, exceptions may be made at the discretion of the provider
- G. Referral / Application Process: Families are connected to The Road Home's case management after they have been enrolled in the program through PROVIDER, ECI, or JFF.
- H. Capacity: PROVIDER will serve twelve families at any time.

Send to a Purchasing Officer Once Completed



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Revised 04/2021

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:

In 2018, Orchard Ridge United Church of Christ (ORUCC) launched Heart Room, a pilot program to help six families with young children find and keep stable housing. Partner agencies including The Road Home, Early Childhood Initiative (ECI), and Joining Forces for Families (JFF) provide needed support. The project has been a success with families making progress on goals they set for themselves.

This is the first time the program has been up for RFP. It is a partnership with the private sector where the request for funding from the County was initiated by ORUCC. This private sector partner has an ongoing partnership with The Road Home and chose the agency to specifically administer the program in collaboration with ECI and JFF.

The County Executive had showed his support for this program by adding an additional \$20,000 to the program in his 2023 budget to double the number of households - at least twelve that will be served annually by this partnership. The County Board approved this increase in addition to the 9% with no objection.

Given the reasons set above a bid waiver request is being made based on a unique or opportune buying request that exists.

Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

\$40,000+ (Personnel & Finance Committee)

Date Approved:

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