



Bid Waiver Form

Revised 04/2021

Short Description of Goods/Services	Resource Management and Data Base Services	Total Cost	\$190,000.00 5 year		
Vendor Name	United Way - 211	MUNIS #	8210 or 8211	Req #	
Purchasing Officer	Peter Patten	Date			
Department	HSD/ACS/ADRC	Email	fischer@countyofdane.com		
Name	Jennifer Fischer	Phone	608-240-7460		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

The Aging and Disability Resource Center (ADRC) of Dane County purchases 20 hours per week of staff time from United Way 211 to do the following:

- Update all resources in the 2-1-1 database annually and update changes as they occur throughout the year.
- Gather information on additional community resources that serve older adults and adults with disabilities to enter into and expand the database.
- Respond to agencies' inquiries regarding being put into the resource database and assisting agencies in updating their information via phone, mail, and website, etc.
- Apply appropriate coding to records using the AIRS Info Line Taxonomy of Human Services, developing and applying keywords and ensuring resources comply with agreed upon standards, inclusion/exclusion policies, and other standards and policies.
- Coordinate with other ADRC staff to catalog, track, and maintain ADRC resources for customer and internal staff use, as appropriate.
- Follow the agreed upon inclusion and exclusion policy for the resource database.
- Inactivate resources that have not been updated in the past year and notify agency they are being removed from the database.
- Train staff on how to use the United Way 2-1-1 database and train new staff as hired.

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:

There are not other agencies that have an unbiased resource database that uses the AIRS Info Line Taxonomy of Human Services to organize the resource. Both the ADRC of Dane County and the United Way 2-1-1 are members of Alliance of Information and Referral Systems (AIRS) and follow the AIRS standards and the AIRS taxonomy process to organize resources. The ADRC is required to have an online resource and in partnership with 2-1-1 the ADRC can meet the contract requirements the ADRC has with the State of Wisconsin regarding being unbiased, updating resources annually, and having online resources.

Bid Waiver Approval (For Purchasing Use Only)

Under \$37,000 (Controller)

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

Date Approved:

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