



Bid Waiver Form

Revised 04/2021

Short Description of Goods/Services	AODA Child Care	Total Cost	\$443,204 for 4 years
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Vendor Name	ARC Community Services	MUNIS #		Req #	
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Purchasing Officer		Date	
Department	Human Services	Email	
Name		Phone	

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

The ARC Center for Women & Children is a community-based, women's-specific, day treatment program for adult women with substance use disorders who may or may not have children. AODA Child Care is provided onsite by ARC Community Services as an element of their comprehensive treatment program for women with children.

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:

AODA Child Care services are directly tied to the Dept's contract with ARC for Day Treatment services, which was put out to bid in 2021. The Department requests a Bid Waiver to align purchasing timelines for AODA Child Care with Day Treatment services, which is due to be put out for RFP again in 2026. Uncoupling these two services would defeat the purpose of offering onsite childcare for women engaged in day treatment services.

Bid Waiver Approval (For Purchasing Use Only)

Under \$37,000 (Controller)

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

Date Approved:

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