



Bid Waiver Form

Revised 01/2022

Short Description of Goods/Services	Direct social employment services to Latinx population	Total Cost	\$915,915		
Vendor Name	Centro Hispano, Inc.	MUNIS #	1272	Req #	
Purchasing Officer	Pete Patten	Date	1/6/23		
Department	Human Services	Email	chance@countyofdane.com		
Name	Ron Chance	Phone			

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

Below is a description of the current vendor and the services they provide:

Centro Hispano Inc. offers comprehensive youth, adult, and family services to Latinos throughout Dane County. The Community Engagement (CE) program supports three staff - 2 Community Engagement Specialists (CES) and 1 Career Specialist (CS) - within the agency. One CES is based in Sun Prairie with Joining Forces for Families while the other provides services at Centro's main office. The CES provides outreach, language assistance, assessment, direct case management and advocacy services to the Latino community. They also identify service needs of the Latinx community and conduct outreach activities to make people aware of Centro programs on the organization's La Movida radio show and other social media. Annually, this program responds to at least 2500 requests for assistance and targets a goal of providing case management services to 125 individuals while achieving a 75% positive customer satisfaction rating. The cost of this program for 2023 is \$183,183.

The CS is located at Centro's Main office. The CS implements a training program that prepares Latinx participants for employment opportunities in administrative and customer service positions in Dane County Departments (i.e. Dane County Public Safety Communications) and the private sector. Annually, this program has a target goal of enrolling 30 program participants, graduating 22 and placing 20 candidates in employment.

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:

DCDHS is requesting a bid waiver for the following reasons:

1) Centro Hispano is the premier human services agency serving the Latinx population in Dane County. It is BIPOC-led with primarily bi-lingual and bicultural staff. It offers an extensive array of services beyond the community engagement program including after-school programs and immigration services. These services are certain to expand further with the development of their new facility which will break ground this winter and become a community center and cultural hub for Latinx in Dane County. There is no other comparable BIPOC-led, Latinx human services organization in Dane County delivering services on this scale.

2) Centro Hispano programs are integrated in such a way that they compliment or "wrap around" each other. For example, the Community Engagement program provides direct services and an employment response to clients in Centro's Immigration Services and After-school programs. As a consequence, services are holistic and mutually reinforcing leading to more effective outcomes.

3) Finally, Centro Hispano has a vibrant, and well established collaborative relationship with Dane County's Immigration Affairs Office (IAO) and Joining Forces for Families (JFF) programs. IAO and Centro refers clients to each other for a variety of services and co-facilitates a county-wide response to immigrant issues in Dane County. They have also recently developed an innovative service response recently with the Community Immigration Law Clinic to asylees that uses volunteers to build capacity to assist this population. Additionally, JFF uses its 8 designated, bilingual spanish-speaking social workers to team with CES staff on cases and offer clients a broad array of programs at Centro.

Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

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

Date Approved:

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