



Bid Waiver Form

Revised 01/2022

Short Description of Goods/Services	Data collection for grant submission	Total Cost	\$80,000		
Vendor Name	Justice Benefits Incorporated, JBI, Ltd	MUNIS #		Req #	
Purchasing Officer	Megan Rogan	Date	9/19/22		
Department	Dane County Sheriff's Office	Email	louis.kelly@danesherriff.com		
Name	Kelly Louis	Phone	(608) 284-6177		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

The State Criminal Alien Assistance Program (SCAAP) is a federal reimbursement program that reimburses costs incurred for housing foreign born inmates in correctional facilities.

The following information is needed for the submission of the grant

FINANCIAL INFORMATION

Payroll Data listed by employee titles

Additional Information Form

INMATE INFORMATION

Unfiltered inmate data for all inmates housed (not just foreign born)

Nightly head count for all inmates housed (not just foreign born)

Inmate housing billings (if applicable)

The above raw data is submitted to JBI, Ltd to process and prepare the proper format for submission to Just Grants. In addition, JBI, Ltd, outlines the process with step by step checklists and instructions. In addition, they will track due dates and send reminders.

For FY2020, we were awarded \$153,703.00. JBI, LTD collects 22% of the total award.

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:

A waiver of the competitive process is necessary as JBI, Ltd is the sole consulting firm available for this type of data collection for the SCAAP grant process. This particular firm specializes in the data collection and format required for this grant.

Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

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

Date Approved:

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