



## Bid Waiver Form

<b>Short Description of Goods/Services</b>	Collaborative effort between LAW and ULGM towards removing legal barriers to employment for Dane County's residents
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<b>Date</b>	May 29, 2020
<b>Department</b>	Equity and Inclusion
<b>Name</b>	Theola V. Carter
<b>Email</b>	carter.theola@countyofdane.com
<b>Phone</b>	608-283-1471
<b>Purchasing Agent</b>	

<b>Vendor Name</b>	Legal Action of Wisconsin, Inc. (LAW)
<b>Vendor MUNIS #</b>	
<b>Requisition #</b>	
<b>Requisition Year</b>	2020
<b>Total Cost</b>	\$ 45,000
<b>Vendor Quote Attached</b>	<input type="checkbox"/> Yes – Quote is required to be attached.

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

LAW project staff will recruit, oversee and maintain a network of volunteer attorneys to remove legal barriers to employment. The goal is to build the project capacity so that LAW/ULGM project staff and volunteer attorneys will provide the following employment and employment-related legal services to Dane County residents:

- Legal assistance with the restoration of driver's licenses;
- Legal assistance with clearing and cleaning criminal background and arrest records (i.e. Wisconsin Criminal Information Bureau (CIB) reports), including expungement and expunction of eligible criminal records/arrests/activity.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input checked="" type="checkbox"/>	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
<input checked="" type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input type="checkbox"/>	A unique or opportune buying condition exists

**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 chosen:**

Barriers to Employment Project (BEP) will provide the above services through expungement and restoration clinics coordinated by ULGM/LAW staff working with municipal, community, and private sector partners, as well as in-house legal advice and representation. The LAW staff attorney will be responsible for the following: recruit and train a pool of volunteer attorneys; ensure that volunteer attorneys will be at the clinics to provide advice and representation; provide training and project coordination to ensure long-term sustainability of the project.

This project requires individuals to have a Juris Doctorate.

## Bid Waiver Approval (Purchasing Use Only)

<b>Under \$36,000 Controller Approval</b>	<b>Date</b>
<b>\$36,000 or over Personnel &amp; Finance Committee Approval Date</b>	