



Bid Waiver Form

Revised 01/2024

Short Description of Goods/Services	Mentoring and resource navigation for families at risk of CPS involvement	Total Cost	\$99,383 for 1 year
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Vendor Name	Families Back to the Table	MUNIS #		Req #	
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Purchasing Officer	Pete Patten	Date	12/14/2023
Department	Human Services	Email	meinen.megan@countyofdane.com
Name	Megan Meinen	Phone	

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

This program offers a range of services and supports to families at risk of entering the Child Protection System. Services include referral or connection to community resources, helping to navigate different service systems, helping to meet basic needs such as food and shelter, and/or providing direct mentorship and relationship building for families.

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:

This bid waiver request is asking to delay the RFP one year. This request is not seeking permission not to use the competitive bidding process. This contract was originally funded via County Board amendment and was also recently transferred from CYF to PEI. We are asking for a bid waiver for one year so that we have additional time to better understand the original intent of the program, define the services we want to purchase, and be attuned to political considerations that may arise.

Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

\$44,000+ (Personnel & Finance Committee)

Date Approved:

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