



Bid Waiver Form

Short Description of Goods/Services	90 day temporary shelter for families.
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Date	1/23/2020
Department	Human Services
Name	Casey Becker
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Phone	608-283-1446
Purchasing Agent	Carolyn Clow

Vendor Name	The Young Women's Christian Association of Madison, Inc.
Vendor MUNIS #	8434
Requisition #	
Requisition Year	2021 - 2025
Total Cost	\$ 994,345 - estimated 5-year cost; 2020 cost - \$198,869
Vendor Quote Attached	<input type="checkbox"/> Yes – Quote is required to be attached.

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

The provision of a 90 day shelter program for families with children. Services must include the provision of longer-term shelter for guests with access to basic needs services such as showers and assistance purchasing food for meals. Services must also include case management to assist shelter guests with goals related to obtaining safe, permanent housing, with connections to community resources (housing, employment and training, economic assistance benefits, health insurance, behavioral health resources, legal assistance, etc.), advocacy on behalf of the client, and assistance with goal setting.



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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 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:

In this program area, the existing vendor is the only vendor known at this time that possesses the unique and singular ability to meet the Department's requirements. This is the case due to two major factors:

1. The YWCA is the only provider of 90 day temporary shelter for families with children, including families that may have a male head of household/guardian. The Road Home ceased operation of their 90 day shelter in 2018. To staff's knowledge, no other agency is interested in providing this service that would follow the Homeless Services Consortiums' written standards for shelter provision.
2. The provider owns the facility it is currently operating its shelter program in.

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date
\$36,000 or over Personnel & Finance Committee Approval Date	