



## Request for Waiver of Bid Procurement

I. Program Description and Current Operations

**Date: 01-11-2017**

Service or Goods to be Purchased: Back Indexing/Redacting of Historical Death Records

Estimated Expenditure Amount: \$50,500.00

Vendor Name: Fidlar Technologies

Department: Register of Deeds

Name of Contact Person: Kristi Chlebowski

Name of Program:

Requisition Number:

- II. Chapter 25 of Dane County Ordinance codifies the County's purchasing and contracting process. Included in this chapter, 25.11(20) allows for exceptions to the competitive bidding process for a variety of reasons.

**Below is a list of exceptions specified in the ordinance. Choose the one most appropriate to your request.**

**Emergency procurement**

**Only one vendor possesses the unique and singularly available ability to meet the Department's requirements**

**When unique and specific technical qualifications are required**

**When special adaptation for a special purpose is required**

**When a unique or opportune buying condition exists**

III. Specifics:

Fidlar Technologies has developed a back indexing and redaction product that was customized to integrate with their records software which the Register of Deeds office is already using. This allows the the Register of Deeds office to protect citizens' sensitive data and recorded documents from over handling and exposure. Due to the proprietary nature of the software, Fidlar Technologies is in a unique position to develop the product for back scanning, indexing and redaction of the documents.

State Vital Records requires Death records to be redacted of the "cause of death" (cod) from all public view. This requirement puts the burden on the Register of Deeds to redact those portions, which must be done by thoroughly examining each document and manually redacting the exact fields. With historical (older) documents the cod fields are not in the same area of each death record, as a standard death record was not in existence. Fidlar staff will complete (index and redact cause of death notations) approximately 263,000 remaining death records documents under this contract.

Fidlar Technologies is able to assist with this project as they have with previous projects. Fidlar's fee to help complete this project would be approximately \$50,500.00, and would be completed by 12/31/2017. As a result, I am requesting a contract in the amount of \$50,500.00 with Fidlar Technologies to complete this work.