

2016
Request for Waiver of Bid Procurement

I. Program Description and Current Operations:

Name of Service Provider currently under contract: *Fiscal Assistance, Inc.*

Name of Contract Manager: *Jean Kuehn*

Division: *Adult Community Services*

Current Contract Total: *\$279,880*

Name of Program (program description): *Fiscal Agent: Provide the services of a fiscal intermediary to make payments to attendants on behalf of disabled and elderly consumers participating in publicly funded long-term care programs. Duties of a fiscal intermediary include the issuance of wage payments with appropriate deductions and tax withholding, dues, garnishments or other deductions as directed by legal and/or taxing authorities, tax payments, related tax statements and all reporting associated with this payroll.*

Criminal Background Checks: Administrative services for providing criminal background checks and data collections on workers employed by Supportive Home Care and COP/CIP/COP-Waiver funded consumers.

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.

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

III. State your rationale for request for waiver.

The current service provider has significant experience in working with the target populations served by the payroll. The provider has invested in a significant software upgrade that will improve efficiency and accessibility of information for this payroll as well as Dane County's Self-Directed Services program in the Developmental Disabilities Unit. Department staff have had significant involvement in the planning and development of the customized software. The Department was also able to secure \$50,000 in State grant funding for this project as it will serve as fiscal model for self-direction programs. Implementation of the software is expected to begin in the 1st quarter of 2015. Department staff have invested significant time in working with this vendor on these system improvements and would like to see this through to implementation. In addition, the recent release of the Governor's budget, which includes Family Care expansion statewide to be completed by January 1, 2017, impacts this program. Transition to Family Care eliminates our need to purchase this service. It would be very disruptive for consumers, workers and staff to develop and implement a new process with another vendor for what appears to be a very limited future.