



## Bid Waiver Form

<b>Date</b>	07/31/2018
<b>Department</b>	Highway
<b>Name</b>	Pam Dunphy
<b>Email</b>	dunphy@countyofdane.com
<b>Phone</b>	266-4036
<b>Purchasing Agent</b>	Pete Patten

<b>Vendor Name</b>	M & K Lewis Associates Inc
<b>Vendor MUNIS #</b>	28772
<b>Requisition #</b>	1950
<b>Requisition Year</b>	2018
<b>Total Cost</b>	\$ 60,000.00
<b>Vendor Quote Attached</b>	<input checked="" type="checkbox"/> Yes – Quote is required to be attached.

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

Team development consulting and training to improve new employee retention rates, reduce employee grievances and increase overall employee satisfaction per attached proposal.

Training for all employees over 14 sessions includes actual team building topics that can be incorporated into the Highway Department workflows. Leadership training will also develop internal candidates for supervisory roles.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input 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 checked="" 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:**

Lewis training follows Kotter's theory of management that is specifically designed to expand on our existing work group system currently in place and build a more successful program.

## 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>	