



Bid Waiver Form

Short Description of Goods/Services	Nutrition Site Management
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Date	1/22/2020
Department	Dane County Human Services/ACS Division/Area Agency on Aging
Name	Angela Velasquez
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Purchasing Agent	Carolyn Clow

Vendor Name	Multiple, see below
Vendor MUNIS #	Multiple, see below
Requisition #	Multiple, see below
Requisition Year	2021 - 2025
Total Cost	\$ 3,067,155 - 5-year estimated cost; 2020 cost - \$613,431
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:

Nutrition Site Management of congregate and home delivered meal programs includes taking reservations for meals, preparing, serving, recording and accounting of meals and donations, and delivery of meals by volunteers to participants in addition to the provision of nutrition education to seniors and extensive staff training required in the management of a food service program.

Vendor Name	Munis #	Req #	2020 Allocation
Senior Citizens of Belleville, Exiter & Montrose, Inc.	778	635	\$15,779
Colonial Club, Inc.	1469	641	\$54,273
DeForest Area Joint Community Center Commission	8034	643	\$44,154
City of Fitchburg	1383	644	\$31,461
Village of McFarland	8470	650	\$22,823
City of Middleton	1386	651	\$29,078
NewBridge Madison, Inc.	2310	655	\$206,689
Northwest Dane Senior Services	13343	656	\$30,387
Village of Oregon	5904	657	\$41,335
Village of Mt. Horeb	8471	653	\$52,043
City of Stoughton	1389	664	\$46,175
Village of Waunakee	8474	669	\$39,234

A funding formula is used based upon current population data to determine funding allocated per vendor. The funding is based upon the following factors:

Funding Base @ 15.15 per hour of labor per day



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Number of meals served per year @ 50% of funding after base is allocated and then the following population factors are used to allocate the remaining 50% of funding:

Age 65+ Living Alone	12.5%
Rural Density	12.5%
% Minority	12.5%
% on Food Share/Low-Income	12.5%

These factors are used based upon the priorities indicated in the Federal Older American Act funding.

Several of the above listed Site Management contracts include funding for meal procurement through vendor sub-contracts with local restaurants based upon the number of meals served to include:

DeForest Area Joint Community & Senior Center (DeForest Family Restaurant) \$13,000
NewBridge Madison Inc. (Cranberry Creek, Cuco's, and Festival Foods) \$20,240
Village of Oregon Senior Center (Ziggy's Smokehouse) \$12,170
Village of Mt. Horeb-SW Dane (Fink's Café) \$18,720
City of Stoughton Senior Center (On-site Home Cooking) \$10,000

Procurement Exception List

- Emergency Procurement
- Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
- Unique and specific technical qualifications are required
- A special adaptation for a special purpose is required
- 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:



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Dane County Department of Human Services has a long history of investing in and supporting the local Senior Focal Point network, which offers a unique buying opportunity to provide geographically specific, community-based programs and services for senior adults living in Dane County. Nutrition services are an important component of the available service mix. In addition, Dane County is only one of a consortium of funders of this service. State, federal and local government funding, local citizen donations, and private fundraising support these services as well. The total cost to fund this program across all federal, state, municipal and senior donation funding streams is \$2,018,049. In 2019, Dane County funded 49.5% of the total program costs. Dane County's % funding of total budgets in 2019 by site was:

Belleville	45%	Colonial Club	61%	DeForest	45%
Fitchburg	64%	McFarland	25%	Middleton	57%
Mount Horeb	64%	NewBridge Madison	71%	Northwest Dane	49%
Oregon	35%	Stoughton	37%	Waunakee	41%

Lower percentages of funding are directly related to the higher amount of donations from these locations, with higher percentages representing lower donations in areas of poverty.

Bid Waiver Approval (Purchasing Use Only)

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