



## Bid Waiver Form

<b>Short Description of Goods/Services</b>	Collaborative effort between LAW and ULGM towards removing legal barriers to employment for Dane County's residents
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<b>Date</b>	June 26, 2019
<b>Department</b>	Equity and Inclusion
<b>Name</b>	Theola V. Carter
<b>Email</b>	carter.theola@countyofdane.com
<b>Phone</b>	608-283-1471
<b>Purchasing Agent</b>	

<b>Vendor Name</b>	Legal Action of Wisconsin, Inc. (LAW)
<b>Vendor MUNIS #</b>	
<b>Requisition #</b>	
<b>Requisition Year</b>	2019
<b>Total Cost</b>	\$ 45,000
<b>Vendor Quote Attached</b>	<input type="checkbox"/> <b>Yes – Quote is required to be attached.</b>

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

Barriers to Employment Project (BEP) is a new educational initiative created by Legal Action of Wisconsin, Inc. (LAW) and Urban League of Greater Madison (ULGM) devoted toward removing legal barriers to employment for Dane County's residents. LAW project staff will educate residents on how to remove legal barriers to employment. The goal is to have LAW/ULGM project staff provide the following services to Dane County residents:

- Education, and assistance for County residents with the restoration of driver's licenses;
- Education and assistance for County residents with clearing and cleaning criminal background and arrest records (i.e. Wisconsin Criminal Information Bureau (CIB) reports), including expungement and expunction of eligible criminal records/arrests/activity.

The Provider will offer the above educational services through expungement and restoration clinics coordinated by ULGM/LAW staff working with municipal, community, and private sector partners

- The Provider will coordinate with ULGM and community partners to hold at least four (4) expungement and/or restoration clinics;
- The Provider will request, review and discuss driving records and/or criminal background and arrest reports (i.e. CIB reports) with an average of 80 Dane County residents facing legal barriers to employment per clinic, for a total of at least 320 Dane County residents in 2019 in order to provide these residents with the information needed to address their specific barriers.



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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 checked="" 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:**

Barriers to Employment Project (BEP) will provide the above services through expungement and restoration clinics coordinated by ULGM/LAW staff working with municipal, community, and private sector partners, as well as in-house legal advice and representation. The LAW staff attorney will be responsible for the following: recruit and train a pool of volunteer attorneys; ensure that volunteer attorneys will be at the clinics to provide advice and representation; provide training and project coordination to ensure long-term sustainability of the project.

This project requires individuals to have a Juris Doctorate.

## 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>	