



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	Case management	<b>Total Cost</b>	\$32,764 (one year) up to \$163,820 (five years)
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<b>Vendor Name</b>	Housing Initiatives, Inc.	<b>MUNIS #</b>		<b>Req #</b>	
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<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	12/6/2023
<b>Department</b>	Human Services HAA	<b>Email</b>	becker.casey@countyofdane.com
<b>Name</b>	Casey Becker	<b>Phone</b>	608-358-4994

**\*A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL\***

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

The provision of case management and other support services for tenants enrolled in a federally funded sponsor-based rental assistance program. Tenants have access to individual services to help them maintain housing stability and connect to other community resources they may need. Program provides or connect participants with housing stability supportive services such as tenant education, financial management, employment and training, behavioral health services, transportation, and other mainstream benefits.

Expectation of provider is to work collaboratively with other agencies and systems to maximize the overall impact of these services. In addition, services reflect trauma informed care, housing first, and harm reduction approaches whenever possible to overcome and eliminate housing barriers for participants. Services offered are proactive client centered services without preconditions (i.e., employment, income, absence of criminal record, or sobriety).

Eligible tenants are those adults who have experienced unsheltered homelessness who met the definition of chronically homeless in HUD's Category 1 or 4, and were on the local Dane County Continuum of Care's (CoC) Coordinated Entry community prioritization list then moved into a Permanent Supportive Housing (PSH) program. Chronically homeless is defined as individuals who have been homeless for at least a year, or multiple times over the last three years, and also experience serious mental illness, substance use disorders, and/or a physical disability.

**\*Send to a Purchasing Officer Once Completed\***



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## Procurement Exception List

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

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(s) chosen:

Through a local competitive process lead by the local Continuum of Care (CoC), Dane County annually applies for a renewal and receives a federal grant from the Department of Housing and Urban Development (HUD). Dane County contracts with Housing Initiatives, Inc., as a sub-recipient of these HUD funds. The rental assistance application submitted is done in partnership with Housing Initiatives and also reviewed and approved by the local CoC Committee and Board of Directors.

This CoC grant provides sponsor-based rental assistance in a Permanent Supportive Housing (PSH) setting to adults who have experienced unsheltered homelessness and met the definition of chronically homeless in HUD's Category 1 or 4. These individuals were also on the local Dane County CoC's Coordinated Entry community prioritization list and then moved into a PSH program. Individuals served in this program are those who have been homeless for at least a year, or multiple times over the last three years, and also experience serious mental illness, substance use disorders, and/or a physical disability.

Dane County also contracts with Housing Initiatives to provide case management and other support services specifically for those tenants who move into PSH and receive rental assistance through the HUD grant. The services administered with this funding is expected to be provided as part of receiving the HUD rental assistance grant and was incorporated as part of the program in the grant renewal application. This funding also helps with the required match as part of the grant requirements, which allows Dane County to qualify to apply for the federal HUD funds each year. Housing Initiatives regularly submits a Form 610 as a part of receiving the funds in order to track services provided; from these submissions, match is recorded based on other services provided to these clients within DCDHS and calculated to ensure that the HUD required match is met.

If the funding were released for RFP and the current provider was not awarded the funding, Dane County would need to identify additional GPR match dollars to satisfy the local CoC grant application process/approval and any HUD grant match requirements to continue to provide services for tenants in the sponsor-based rental assistance program.

## Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

\$44,000+ (Personnel & Finance Committee)

Date Approved:

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