



Bid Waiver Form

Short Description of Goods/Services	Emergency overnight shelter for men experiencing homelessness.
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Date	1/23/2020
Department	Human Services
Name	Casey Becker
Email	becker.casey@countyofdane.com
Phone	608-283-1446
Purchasing Agent	Carolyn Clow

Vendor Name	Porchlight, Inc.
Vendor MUNIS #	6235
Requisition #	
Requisition Year	2021 - 2025
Total Cost	\$ 1,123,380 - estimated 5-year cost; 2020 cost - \$224,676
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:

Emergency overnight shelter for men over the age of 18. Services must include the provision of appropriate overnight shelter for guests with access to basic needs services such as showers, meals, and minor medical attention. Services must also include information and referral services to assist shelter guests with connections to services including, but not limited to, permanent housing, case management, housing counseling and assessment, and other community resources (employment and training, economic assistance benefits, health insurance, behavioral health resources, legal assistance, etc.).



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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 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:
<p>In this program area, the existing vendor is the only vendor known at this time that possesses the unique and singular ability to meet the Department's requirements. This is the case due to two major factors:</p> <ol style="list-style-type: none">1. Porchlight is the only provider of emergency overnight shelter for men over the age of 18 able to serve a sizable portion of the population experiencing homelessness in this target group. To staff's knowledge, no other agency is interested in providing this service that would also have the facilities/institutional capacity necessary to provide the service and would follow the Homeless Services Consortiums' written standards for shelter provision.2. The provider has established and long-standing lease agreements with congregations in downtown Madison with which it partners to provide space for emergency overnight shelter operations.

Bid Waiver Approval (Purchasing Use Only)

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