



Bid Waiver Form

Short Description of Goods/Services	Early Childhood Zone - Emergency Housing Assistance
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Date	1/23/2020
Department	Human Services
Name	Casey Becker
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Phone	608-283-1446
Purchasing Agent	Carolyn Clow

Vendor Name	Community Action Coalition for South Central Wisconsin, and Porchlight, Inc.
Vendor MUNIS #	CAC - 1505, Porchlight - 6235
Requisition #	
Requisition Year	2021 - 2025
Total Cost	\$ 373,120 - estimated 5-year cost; 2020 cost - \$74,624
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:

The provision of emergency assistance for eligible families participating with in various home visiting programs associated with the Early Childhood Zone partnership in the Leopold and north side Madison neighborhoods, and in Sun Prairie. Eligible costs include those related to obtaining or maintain housing (security deposit and first month's rent for entry into a new lease, payment of back rent or utilities, moving expenses, etc.)



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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 type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input checked="" 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:

This program provides emergency assistance dollars that are distributed by housing case managers who work in the Early Childhood Zones. These case manager positions are funded by United Way, a major partner with Dane County in the development of the Early Childhood Zone program. The United Way has confirmed that they will contract with the existing vendors in 2021.

Pairing these funds with the vendor selected by the United Way eliminates unnecessary logistical difficulties with providing this service and with the timely distribution of flexible funding for families in need, often in emergency situations.

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date

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