



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	South Central WI Food System Action Plan	<b>Total Cost</b>	\$62,500		
<b>Vendor Name</b>	REAP Food Group	<b>MUNIS #</b>	12356	<b>Req #</b>	1982
<b>Purchasing Officer</b>	Megan Rogan	<b>Date</b>	5//29/24		
<b>Department</b>	Extension	<b>Email</b>	strader.claire@danecounty.gov		
<b>Name</b>	Claire Strader	<b>Phone</b>	608-224-3707		

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

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

REAP Food Group is the nonprofit organization that has been awarded a USDA RFSP Grant to conduct an assessment of the Dane County food system. The Dane County Food Council is a partner on the grant and is providing 25% match to the grant through a separate contract.

This second contract will build on the work of the grant to develop and finalize a South Central Wisconsin food system action plan reflecting community members' needs and including a variety of proposed solutions.

**\*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:

REAP Food Group is the nonprofit organization that has been awarded the USDA RFSP Grant to lead an assessment of the Dane County food system. They are the vendor that can best use that assessment to develop the food system action plan.

## Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

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

Date Approved:

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