



## Bid Waiver Form

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| <b>Short Description of Goods/Services</b> | Emergency overnight shelter for homeless youth ages 12 – 17. |
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|                         |                               |
|-------------------------|-------------------------------|
| <b>Date</b>             | 1/23/2020                     |
| <b>Department</b>       | Human Services                |
| <b>Name</b>             | Casey Becker                  |
| <b>Email</b>            | becker.casey@countyofdane.com |
| <b>Phone</b>            | 608-283-1446                  |
| <b>Purchasing Agent</b> | Carolyn Clow                  |

|                              |  |
|------------------------------|--|
| <b>Vendor Name</b>           | Briarpatch Youth Services, Inc.                                  |
| <b>Vendor MUNIS #</b>        | 9013   |
| <b>Requisition #</b>         |  |
| <b>Requisition Year</b>      | 2021 - 2025  |
| <b>Total Cost</b>            | \$ 571,145 - estimated 5-year cost; 2020 cost - \$114,229        |
| <b>Vendor Quote Attached</b> | <input type="checkbox"/> Yes – Quote is required to be attached. |

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

Emergency shelter for unaccompanied runaway youth and/or homeless youth and youth at-risk of separation from their family ages 12 – 17. Services must include the provision of appropriate overnight shelter for guests with access to basic needs services such as showers and meals. Services must also include case management to assist shelter guests with connections to community resources (behavioral health, education, employment, etc.), to help guests develop a plan to return home or obtain safe, stable housing if returning home is not an option, and to provide skill building sessions (finding employment, conflict resolution) and other services including but not limited to individual, family, and group counseling as clinically appropriate.



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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:**

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:

1. Briarpatch is the only provider of emergency shelter for unaccompanied runaway youth and/or homeless youth and youth at-risk of separation from their family ages 12 – 17 in Dane County. 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.
2. The provider owns the facility it is currently operating its shelter programs in.

## Bid Waiver Approval (Purchasing Use Only)

|  |             |
|--|-------------|
| <b>Under \$36,000<br/>Controller Approval</b>                          | <b>Date</b> |
|  |             |
| <b>\$36,000 or over<br/>Personnel &amp; Finance Committee Approval</b> | <b>Date</b> |
|  |             |