



Bid Waiver Form

Revised 02/2020

Short Description of Goods/Services	Racial Equity/Social Justice assessments and training across Dane County Libraries
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Date	July 1, 2020 – December 31, 2021
Department	Library
Name	Tracy Herold
Email	Herold.tracy@countyofdane.com
Phone	608-266-6388
Purchasing Officer	Megan Rogan

Vendor Name	Cream City Conservation
Vendor MUNIS #	29706
Requisition #	1181
Requisition Year	2020
Total Cost	\$ 49,100

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

Cream City Conservation will provide staff and library culture assessments of Dane County Libraries that will be funded by Beyond the Page, an endowment held at Madison Community Foundation on behalf of all Dane County Libraries. The surveys and assessment work will be done in fall of 2020, with results being reviewed in late fall. These results will help establish regional library equity teams in Dane County. Cream City Conservation will provide racial equity/social justice training for these teams and library staff.



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Procurement Exception List (place an "X" next to any that apply)	
	Emergency Procurement
X	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
	Unique and specific technical qualifications are required
	A special adaptation for a special purpose is required
	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:

Dane County Library Service became acquainted with Cream City Conservation in November 2017 when August Ball presented at a Supervisor/Manager meeting. During this time, DCLS reached out to Cream City Conservation and the YWCA with requests for proposals for training. The YWCA, which has provided library training in the past, did not submit a proposal. Cream City Conservation has experience working with various companies and organizations on equity and inclusion training. Ms. Ball has presented to the Beyond the Page Oversight Committee and Dane County Library Directors about implementing equity teams and comprehensive training. There is a trust relationship that has been established between Cream City Conservation and the libraries.

Bid Waiver Approval (Purchasing Use Only)

Under \$37,000 Controller Approval	Date

\$37,000 or over Personnel & Finance Committee Approval	Date
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