



Bid Waiver Form

Short Description of Goods/Services	Evidence-Based Falls Prevention Program Coordination
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Date	1/22/2020
Department	DCDHS/ACS/Area Agency on Aging
Name	Angela Velasquez
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Phone	608-261-9700
Purchasing Agent	Carolyn Clow

Vendor Name	Safe Communities Coalition
Vendor MUNIS #	6840
Requisition #	663
Requisition Year	2021 - 2025
Total Cost	\$ 90,460 - estimated 5 year cost; 2020 cost - \$18,092
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:

This contract purchases staff time and related expenses to coordinate the Evidence-based Falls Prevention workshop program called Stepping On across Dane County. Coordination involves coordination of locations, trained leaders, data collection on participants, and the holding of at least 25 Stepping On, 6 week workshops throughout Dane County per year. It further involves development of health care provider referral systems and the identification of community volunteers to serve as workshop leaders throughout the community, with an emphasis on targeted workshops to older adults in the African American community and older adults at-risk of falling or with a fear of falling.



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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:

Funding for this contract is from the Federal Older American's Act, Title III D Evidence-based Health Promotion funding line. These dollars can only be used to fund high level evidence-based programming. In Dane County, Stepping On is the only high level evidence-based program for falls prevention. Safe Communities Coalition is the only vendor recognized by the Wisconsin Institute for Healthy Aging, the current license holder for this program, as meeting the requirements for trained leaders and coordination of Stepping On in Dane County. Safe Communities Coalition is also the convener of the Dane County Falls Prevention Task Force, a leadership body required by this funding stream.

Bid Waiver Approval (Purchasing Use Only)

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