



## Bid Waiver Form

<b>Short Description of Goods/Services</b>	Forensic Interviews of Children
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<b>Date</b>	1/17/2020
<b>Department</b>	Human Services
<b>Name</b>	Julie Ahnen
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<b>Phone</b>	608-261-9895
<b>Purchasing Agent</b>	Carolyn Clow

<b>Vendor Name</b>	Safe Harbor
<b>Vendor MUNIS #</b>	6842
<b>Requisition #</b>	507
<b>Requisition Year</b>	2021 - 2025
<b>Total Cost</b>	\$ 635,510 - estimated 5-year cost; 2020 cost - \$127,102
<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:**

Safe Harbor provides recorded forensic interviews of children who are alleged victims of child maltreatment. Safe Harbor is designed with specialized equipment that allows for a Multi-disciplinary Team to view the interview as it is happening so that team members can prompt the interviewer to explore particular lines of questioning. This minimizes the number of times that children are interviewed about traumatic events. In addition to the forensic interviews of children, Safe Harbor staff provide support, advocacy and referral for parents. After the forensic interview, children are referred for assessment of ongoing treatment needs.



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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:**

There is no other facility in Dane County equipped to provide this service. Safe Harbor has a specialized physical design, including technology that allows for observed and recorded forensic interviews. Safe Harbor is the only organization in Dane County accredited through the National Children's Alliance as a Child Advocacy Center.

## Bid Waiver Approval (Purchasing Use Only)

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