



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	Catered Traditional Hmong Meals for Congregate Dining	<b>Total Cost</b>	\$35,595 annually for a total of \$177,975 for the next 5 years
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<b>Vendor Name</b>	the Hmong Institute, Inc.	<b>MUNIS #</b>		<b>Req #</b>	
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<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	12/12/23
<b>Department</b>	Human Services - DAS	<b>Email</b>	Gabriel.Shannon@countyofdane.com
<b>Name</b>	Shannon Gabriel	<b>Phone</b>	608-261-5678

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

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

The COUNTY is purchasing the services of an on-site caterer to provide nutritious meals for the congregate meal program at the Hmoob Kaj Siab meal site, which is situated within The Hmong Institute. The goal is to prepare, cook, and serve approximately 6,245 meals to older adults who have a preference for traditional Hmong cuisine. Based on the meal cost of \$5.70 per meal, the estimated annual cost is \$35,595 for a total of \$177,975 for the next 5 years.

Contract #: 87325

**\*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:**

Dane County Senior Nutrition Program has specific criteria and requirements for procuring catered meals of traditional Hmong cuisine through The Hmong Institute to serve the older adult community in the East Madison area. Here are the key points as to how this unique vendor can meet our requirements:

**Target Population and Meal Requests:** The meals are intended for older adults aged 60 and over who request traditional Hmong cuisine congregate meals at The Hmong Institute dining site.

**Data Collection and Site Management:** NewBridge Madison handles site management for The Hmong Institute dining site, collecting necessary data such as completed congregate assessments, meals served, and donations collected.

**Existing Partnership:** The COUNTY already has an established partnership with NewBridge Madison, which provides site management over 11 dining sites, including The Hmong Institute. The COUNTY provides the funding, but NewBridge Madison selects the site locations based on the needs of Madison older adults. This bid waiver is specific to paying for the catering services that occur at The Hmong Institute.

**Kitchen and Health Standards:** The Hmong Institute possesses a fully staffed, licensed commercial kitchen that has passed the Madison & Dane County Public Health Inspection with zero reported violations. The staff is responsible for planning, preparing, cooking, and serving meals that meet required portions, meal patterns, and nutrients as approved by the Dane County Senior Nutrition Program Dietitian.

**Frequency and Accessibility:** Meals should be available approximately 250 days per year, excluding weekends and federal holidays, and must be served at a location open to the public for lunch.

Overall, the COUNTY aims to provide high-quality, nutritious meals that cater to the cultural preferences of the older adult population, ensuring compliance with dietary guidelines and utilizing the existing partnership with NewBridge Madison for efficient site management and data collection.

## 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\***