



Bid Waiver Form

Short Description of Goods/Services	Case management services for eligible families participating with in various home visiting programs associated with the Early Childhood Zone partnership in Sun Prairie.
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Date	1/23/2020
Department	Human Services
Name	Casey Becker
Email	becker.casey@countyofdane.com
Phone	608-283-1446
Purchasing Agent	Carolyn Clow

Vendor Name	Porchlight, Inc.
Vendor MUNIS #	6235
Requisition #	
Requisition Year	2021 - 2025
Total Cost	\$ 23,395 - estimated 5-year cost; 2020 cost - \$4,679
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:

The provision of case management for eligible families participating in various home visiting programs associated with the Sun Prairie Early Childhood Zone partnership. Case management services will include assisting families in need of housing or housing crisis with connections to community resources (housing, employment and training, economic assistance benefits, health insurance, behavioral health resources, legal assistance, etc.), advocacy on behalf of the client, assistance with goal setting and problem solving, and distribution of emergency assistance, if necessary.



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input 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 checked="" 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:

These funds help support 0.1 FTE of a 0.5 FTE position funded by United Way, a major partner with Dane County in the development of the Early Childhood Zone program. The United Way has confirmed that they will contract with the existing vendor in 2021. Maintaining the same vendor as the United Way ensures consistency in services for the Sun Prairie Early Childhood Zone.

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date

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