

BID WAIVER FORM

Purchasing Division

Rev. 01/2026



A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

BID WAIVER TITLE/SHORT DESCRIPTION OF GOODS/SERVICES Fatherhood Responsibility Project	TOTAL COST \$105,834 (one year)	
	PURCHASING OFFICER Katie O'Brien (Human Services)	
VENDOR NAME Urban League of Greater Madison	MUNIS #	REQ #
DEPARTMENT HS/EAWS	REQUEST DATE	
NAME Shawn Tessmann	PHONE (608) 242-7463	
EMAIL Tessmann.Shawn@danecounty.gov		

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

Agency will provide employment search services, case management, peer support, legal assistance and advocacy, and other support services that help fathers who are struggling to meet their child support obligations increase their income and contribute financially to their children. Program will ensure fathers avoid incarceration so that they can remain active and positive influences in the lives of their children. They will also provide fathers with the parenting and relationship skills and support systems to become a more active and positive influence in the lives of their children.

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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 AND provide a detailed justification in relation to the Procurement Exception(s) chosen:

A one-year waiver is requested to defer this RFP and align it with the upcoming rebid of the Children First program (Program No. 8016). Rather than conducting separate procurements in consecutive years, the County plans to issue a combined RFP in 2027 for services beginning in 2028. This approach is intended to promote administrative efficiency, improve alignment between related programs, and support a more integrated case management model for clients.

Bid Waiver Approval (For Purchasing Use Only)

Bid Waiver #

26BW066



Under \$46,000
(Controller)



Over \$46,000
(P&F Committee)

Date Approved

Verification Signature