



# Bid Waiver Form

Revised 01/2022

<b>Short Description of Goods/Services</b>	Provide agriculture instruction and curriculum enhancement services at Grow Academy and other locations in Dane County	<b>Total Cost</b>	\$52,500		
<b>Vendor Name</b>	Rooted WI Inc	<b>MUNIS #</b>	24837	<b>Req #</b>	2022-1872
<b>Purchasing Officer</b>	Megan Rogan	<b>Date</b>	6/10/2022		
<b>Department</b>	Extension	<b>Email</b>	jensen.sandy@countyofdane.com		
<b>Name</b>	Sandy Jensen	<b>Phone</b>	608-224-3707		

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

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

The Contractor will provide services through educational workshops at various locations in Dane County, although primary service delivery will occur at the Grow Academy located in Oregon, WI. The Contractor shall collaborate with DOC staff to implement lesson plans at various worksites throughout the county and provide hands-on teaching to participants in both a classroom and garden setting. The Contractor may duplicate programming at various locations in Dane County and may have the opportunity to contract with multiple DOC divisions to implement projects with a similar scope. The Contractor shall provide evaluations and academic training for participants in collaboration with on-site staff designated DOC staff.

**\*Send to a Purchasing Officer Once Completed\***



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Revised 04/2021

## 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:

The Department of Corrections has a contract with Dane County to provide agriculture instruction and curriculum enhancement services at Grow Academy and other locations throughout Dane County. The DOC contract explicitly authorizes this subcontract with Rooted WI (formerly Community GroundWorks) to assist in providing such services.

Rooted WI previously held this contract with the DOC and is the only approved subcontractor for the contract for ongoing agricultural education at Grow Academy and other DOC instruction sites. Rooted WI is uniquely qualified programmatically and operationally to provide these services and has DOC-authorized personnel already engaged on the project.

## Bid Waiver Approval (For Purchasing Use Only)

Under \$40,000 (Controller)

\$40,000+ (Personnel & Finance Committee)

Date Approved:

**\*Send to a Purchasing Officer Once Completed\***