Bid Waiver Form

Short Description of Goods/Services	Computer Programming Services for Dept. of Human Services Health Care Billing & Provider Payments

Date	8/20/2019
Department	Department of Human Services
Name	Chad Lillethun
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Purchasing Officer	Carolyn Clow

Vendor Name	Beacon Hill Staffing Group
Vendor MUNIS #	
Requisition #	
Requisition Year	2019
Total Cost	$ 176,800
Vendor Quote Attached	☒ Yes (Quote Required to be Attached)

Provide a detailed description of the goods/services intended to be purchased:
In 2018, the Department of Human Services expended $41.5M on Wisconsin Medicaid related health care services that are provided with a focus on psychosocial mental health care for Dane County residents. Crisis Intervention & Stablization Services represented about $8.8M in WI Medicaid expenditures in 2018 and are projected to represent a comparable amount in 2019.

Historically, the Department outsourced billing and payment processing for crisis services. Recently, the Department began work to bring crisis service billing and payment processing in-house and has actively engaged the Department of Administration's Division of Information Management for programming and system development support. The Crisis Billing project initially targeted a January 1, 2020 implementation, however project initiation in 2019 was slowed due to staff availability and challenges related to other competing Medicaid system development demands.

Given the high demand for Medicaid claims processing system development, the Department is proposing the use of contracted resources to meet system development requirements necessary to operate and maintain Medicaid claiming infrastructure that both Dane County and its provider community rely on for reimbursement. Specifically, the Department proposes to purchase contracted computer programming services from the staffing agency, Beacon Hill Staffing Group, to supplement internal programming resources and provide more timely implementation of crisis billing project work. This engagement will also help balance other competing system development priorities handled by current staff. The request is for the contract to be provided for one year. |

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Procurement Exception List	
☒	**Emergency Procurement**
☐	**Only one vendor possesses the unique and singularly available ability to meet the Department's requirements**
☒	**Unique and specific technical qualifications are required**
☐	**A special adaptation for a special purpose is required**
☐	**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:

The Department of Human Services is interested in quickly adding experienced programming resources to an ongoing system development project that's designed to transition crisis billing and payment processes from a third-party to Department of Human Services operations.

The Beacon Hill Staffing Group has been in discussions with the Department concerning the niche skill set identified by the Department and the agency has provided availability of a properly experienced programmer. The Department has interviewed the programmer (among others not being recommended) and has further reviewed sample programming code by the prospective programmer. It's believed the programmer would aid County efforts by quickly adding resource value to an existing development project that is challenged with hard deadlines affecting internal operations and the provider community.

The cost for a single programmer ($85 hourly) is a premium by normal FTE standards, but within normal market prices for similar IT resource engagements given the skill set contracted and rapid response to fill a temporary need.

Bid Waiver Approval (Purchasing Use Only)

| Under $36,000
Controller Approval	Date

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