



Bid Waiver Form

Revised 02/2020

Short Description of Goods/Services	Provides subsidies for CSA shares for low income residents of Dane County
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Date	February 8, 202
Department	Extension
Name	Carrie Edgar
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Phone	608-224-3706
Purchasing Officer	Carolyn Clow

Vendor Name	Fair Share CSA Coalition
Vendor MUNIS #	22265
Requisition #	1192
Requisition Year	2021
Total Cost	\$60,000.00

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

The program will help to distribute an additional \$60,000 in CSA subsidies to low-income families in Dane County through the Partner Shares Program. In addition to the annual \$15,000 this includes an additional \$45,000 to be distributed in 2021 due to the COVID pandemic and increased financial need of families. FairShare CSA Coalition will recruit participants and administer the program.

The program will also promote information about the availability of the program and to increase access to healthy, locally grown produce to low income families throughout Dane County.



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Procurement Exception List (place an "X" next to any that apply)	
	Emergency Procurement
X	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:
<p>FairShare CSA Coalition coordinate and administer the Partner Share program in Dane County. They work with the member farms and through donations, are able to increase the number of families who can access CSA shares.</p>

Bid Waiver Approval (Purchasing Use Only)

Under \$37,000 Controller Approval	Date

\$37,000 or over Personnel & Finance Committee Approval Date	