



Bid Waiver Form

Revised 02/2020

Short Description of Goods/Services	Housing/energy/outreach/rental assistance that can be short term or long term in nature for adults experiencing homelessness who have a serious and persistent mental illness.
--	--

Date	1/22/2021
Department	Human Services
Name	Casey Becker
Email	Becker.casey@countyofdane.com
Phone	608.358.4994
Purchasing Officer	Carolyn Clow

Vendor Name	Housing Initiatives
Vendor MUNIS #	3354
Requisition #	
Requisition Year	2022
Total Cost	\$816,268 (year one) up to \$4,100,000 (five years)

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

Dane County receives a federal grant from the Department of Housing and Urban Development (HUD) to provide sponsor-based rental assistance to adults experiencing homelessness who meet HUD's definition of chronically homeless: individuals who have been homeless for at least a year, or multiple times, and also experience serious mental illness, substance use disorders, or a physical disability.

Dane County contracts with Housing Initiatives, Inc., as a sub-recipient of these HUD funds. Annually, Housing Initiatives works with Dane County to complete the application for the HUD grant, maintains documentation as required by the grant, and prepares all HUD required reports through the electronic HUD eSnaps system.

The April 1, 2020 to March 31, 2021 grant award is \$816,268. With this funding, rent subsidies are provided for at least 84 individuals. Specific monthly rent reports are submitted to the County to enable draw requests from the grant. Eight percent (8%) of grant funding is allocated to cover the provider's management costs. Housing Initiatives also provides tenant assistance to reduce the likelihood of eviction and loss of housing, with County funding of \$20,643. Housing Initiatives completes county reporting for County funded services to tenants.



Bid Waiver Form

Revised 02/2020

Procurement Exception List (place an "X" next to any that apply)	
	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
X	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>The County and Housing Initiatives re-apply for this HUD grant through an annual federal funding process. Changes, such as identifying a sub-recipient, cannot be made to the grant without going through an amendment process with HUD.</p> <p>However, regional staff for HUD have advised us against releasing these services for RFP because of the disruption it would cause within our housing system, and to the clients who are currently served in the program, if Housing Initiatives was not selected in the RFP process and was no longer the sub-recipient.</p> <p>Housing Initiatives owns the 84 units that support tenants in the sponsor-based rental assistance grant. If Housing Initiatives was not Dane County's sub-recipient for these funds, the 84 clients currently served by the program would no longer have a rental subsidy for their housing and would likely lose their housing.</p>

Bid Waiver Approval (Purchasing Use Only)

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