



# Bid Waiver Form

Revised 02/2020

<b>Short Description of Goods/Services</b>	Management and provision of on-site basic needs services (meals, laundry, showers), day shelter, and service referrals to on-site and community-based resources and coordination of on-site partner agencies for individuals who are experiencing homeless.
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<b>Date</b>	1/19/2021
<b>Department</b>	Dane County Human Services
<b>Name</b>	Casey Becker
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<b>Phone</b>	608-358-4994
<b>Purchasing Officer</b>	Carolyn Clow

<b>Vendor Name</b>	Catholic Charities Inc., Diocese of Madison
<b>Vendor MUNIS #</b>	1227
<b>Requisition #</b>	
<b>Requisition Year</b>	2022-2026
<b>Total Cost</b>	\$283,964 (year one), up to \$1,420,000 (five years)

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

The Beacon located at 615 E. Washington Ave. in Madison provides management and provision of on-site basic needs services, day shelter, and service referrals to on-site and community-based resources and coordination of on-site partner agencies for individuals and families experiencing homeless. Services are provided seven days a week, including holidays, from 8am – 5pm.

Catholic Charities staff manage and supervise on-site basic needs services for guests, including but not limited to: computer lab; daytime shelter from the elements; light meals and snacks; laundry; mail services and message center; outdoor smoking and courtyard areas; private office space for meetings; separate enclosed indoor/outdoor space for families; showers; spaces for guests to temporarily store belongings during center hours of operation; space for guests to store vital documents (copies of birth certificates, social security card, etc.); and telephone access.

Catholic Charities staff also partner with other agencies, advocates, and organizations to schedule and provide on-site services, or referral to off-site services that include but are not limited to: case management and outreach services; employment and training services; housing assessment (coordinated entry); housing navigation; bus pass and other emergency assistance; transportation to area shelters in the morning and evenings; and access to mainstream resources (FoodShare, BadgerCare).

Other referrals staff make to off-site services include legal, AODA, mental health, medical, health insurance, financial counseling, and transportation.



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In addition, the provider conducts regular outreach to neighbors of The Beacon and other interested parties, including residents and businesses, advocates, community groups, local law enforcement and local elected officials to promote The Beacon as a resource for those in need, and create partnerships to help support the mission of The Beacon and its guests.

In a non-pandemic year, The Beacon serves up to 225 individuals a day.



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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>The Beacon day resource center is a unique public/private partnership between Dane County, The City of Madison, The United Way, and the operator, Catholic Charities. Each entity, including Catholic Charities, <u>provides significant funding to support</u> the operations of The Beacon.</p> <p>In addition, in this program area, the existing vendor is the only vendor known at this time that possesses the unique and singular ability to meet the Department's requirements. This is the case due to two factors:</p> <ol style="list-style-type: none"><li>1. Catholic Charities is the only provider of day resource center services with the experience and ability to serve a sizable portion of the population experiencing homelessness that seeks day resource center services. To staff's knowledge, no other agency is interested in providing this service that would also have the institutional capacity necessary to provide the service.</li><li>2. Catholic Charities has established many strong partnerships among other agencies and community leaders to support The Beacon's mission and expand services available to Beacon guests. If another vendor were to provide this service, it's unknown if the infrastructure that has been built around The Beacon program would continue.</li></ol>

## Bid Waiver Approval (Purchasing Use Only)

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