



# Bid Waiver Form

Revised 02/2023

<b>Short Description of Goods/Services</b>	Emergency overflow shelter for unhoused families with minor children	<b>Total Cost</b>	\$100,000		
<b>Vendor Name</b>	Catalyst for Change	<b>MUNIS #</b>	31285	<b>Req #</b>	
<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	11/29/2023		
<b>Department</b>	Human Services	<b>Email</b>	becker.casey@countyofdane.com		
<b>Name</b>	Casey Becker	<b>Phone</b>	608-358-4994		

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

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

In order to increase the existing capacity of emergency family shelter, the 2024 Dane County Budget included funding to provide up to 10 slots of emergency overflow shelter for unhoused families with minor children during January - March of 2024.

Costs would cover the provision of shelter for up to 10 families utilizing local hotel rooms, staffing to provide the families supportive services and resource connection during their shelter stay, and direct assistance to families such as food or other basic needs supplies.

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



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## 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:

In order to increase the existing capacity of emergency family shelter, the 2024 Dane County Budget included funding to provide up to 10 slots of emergency overflow shelter for unhoused families with minor children during January - March of 2024.

The Salvation Army, the largest provider of emergency shelter for families, maintains a list of households waiting to access an open spot in their shelter. The number of families seeking emergency shelter has increased in Dane County in recent years due to lingering economic hardship related to the COVID-19 pandemic, and a deficit of affordable housing units.

The Salvation Army estimates that at any given time, up to 10 households are living in cars or other places not meant for human habitation while they wait for a spot to open up in the Salvation Army's shelter. These living conditions are particularly difficult during the winter months.

An emergency procurement is necessary to ensure these funds can be used for their intended purpose, and be utilized quickly, to help unhoused families with minor children access safe shelter during the service months above.

The selected vendor, Catalyst for Change, current manages hotel shelter vouchers for Dane County that are utilized to help people who are unhoused during extreme weather or other poor air quality events. The vendor has an established relationship with a local hotel, and the staff necessary to quickly accommodate unhoused families in need of shelter until a shelter bed is available through The Salvation Army.

## Bid Waiver Approval (For Purchasing Use Only)

Under \$43,000 (Controller)

\$43,000+ (Personnel & Finance Committee)

Date Approved:

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