



Bid Waiver Form

Revised 01/2024

Short Description of Goods/Services	Home Chore services for older adults	Total Cost	\$12,189 for 2024, BW request for 5 years - \$61,000		
Vendor Name	Just Checking In LLC	MUNIS #	25206	Req #	
Purchasing Officer	Peter Patten	Date	12/13/23		
Department	Human Services/DAS	Email	patten.peter@countyofdane.com		
Name	Angela Velasquez	Phone	608-332-3004		

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

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

This contract provides access to in-home supportive home chore services, performed on a short-term basis and paid through a small amount of funding managed by Dane County Adult Protective Services unit for older adults to remain living safely in the community. To be eligible to receive these services, the older adult must meet functional and financial eligibility.

Case Managers at the 12 Focal Points of services for older adults verify functional and financial eligibility of their clients for this limited, funded service. Adult Protective Services then approves completion of these services using an open network of providers who meet the criteria for providing these services (available staffing that are trained and pass criminal and caregiver background checks). Currently there are two providers, Cairasu Care LLC and Just Checking In LLC who have expressed interest in providing these services that meet eligibility to do so. These two providers then bill Dane County via invoice for units of service provided to approved older adults.

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:

Any willing vendor can apply to become a provider of this service and therefore, a bid waiver is requested to not put this out to RFP any longer as this is now purchased through an open network. Older adults can select a vendor of their choosing who is then contacted to apply to become part of the open network via contact from the APS Manager.

Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

\$44,000+ (Personnel & Finance Committee)

Date Approved:

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