



# Bid Waiver Form

Revised 01/2024

<b>Short Description of Goods/Services</b>	Eviction prevention direct assistance	<b>Total Cost</b>	\$59,516 (one year) up to \$297,580 (five years)
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<b>Vendor Name</b>	Tenant Resource Center, Inc.	<b>MUNIS #</b>		<b>Req #</b>	
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<b>Purchasing Officer</b>	Pete Patten	<b>Date</b>	12/6/2023
<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:**

The provision of direct assistance (rental arrears) to renters experiencing eviction or at risk of eviction, who are not eligible for HUD-funded eviction prevention resources. Tenants eligible for services must have an income of 50% area median income (AMI) or below.

**\*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:

Dane County Human Services' Housing Access and Affordability Division (HAA) contracts with The Tenant Resource Center, Inc. (TRC) to provide direct assistance (rental arrears) to renters experiencing eviction or at risk of eviction who are not eligible for federal Department of Housing and Urban Development (HUD) funded eviction prevention resources. Tenants eligible for TRC services must have an income of 50% area median income (AMI) or below.

The non-HUD funds were originally authorized in the 2020 Dane County Budget to increase eviction prevention resources for tenants that were not eligible for HUD funds under the local Homeless Services Consortium (HSC)/Dane County CoC rules for eviction prevention payments. The federal funds governed by the CoC rules make up the vast majority of eviction prevention assistance available in Dane County (excluding recent COVID-19 responsive programs), and are administered by TRC.

TRC was selected to receive the funds in the 2020 Dane County budget because they are the official HSC/Dane CoC coordinated point of entry for administering eviction prevention assistance. Other non-County sources of eviction prevention funding have been centralized with this agency to provide a single point of entry for renters in need of assistance. All individuals who request financial assistance are entered into the Coordinated Entry system and prioritized by using a standardized assessment tool. Tenants who receive financial assistance may also receive housing counseling, housing search resources, and/or mediation.

Providing County funds to TRC enables the agency to assess any renter that calls coordinated entry, determine if resources are available for them, and access any past assistance history. If the renter is not eligible for HUD-funding, TRC is able to more quickly and efficiently to identify and distribute other resources to the tenant, if available, rather than having to turn them away or refer them to another agency. If TRC was not able to receive this funding, it would result in a unmet need in the community and non-effective flow to the system wide coordinated system for accessing eviction prevention funds.

### Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

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

Date Approved:

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