



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 05/20/2024

Requisition Number: (8 characters)

Requestor Name: Gabriel Saiz

Requestor Phone Number: 6083385839

Requestor Email: gsaiz@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 19 MAYOR

- Major:
- 53*** Supplies/Goods
 - 541** Utilities
 - 542** Building/Facility Maintenance/Repair
 - 543** Software/Equipment Maintenance/Repair
 - 544** Public Works Maintenance/Repair
 - 545** Training/HR-Related Services
 - 546** Consulting/Professional Services
 - 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$20,000.00

Vendor Name: City of Sun Prairie, Wisconsin

Product/Service Description: Sub-recipient Local Government Project Lead for Energy Future Grant

\$50,000 and UNDER
This form will be sent to the Purchasing Supervisor for review.

OVER \$50,000
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- 3. The services are for professional services to be provided by attorneys.
- 4. The services are to be rendered by a university, college, or other educational institution.
- 5. No acceptable bids have been received after formal advertising.
- 6. Service fees are established by law or professional code.

- 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST


WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The City of Madison, in collaboration with the City of Fitchburg, City of Middleton, City of Sun Prairie, Elevate Energy Inc., and Sustain Dane Inc., applied for and received the United States Department of Energy Office of State and Community Energy Program's Energy Future Grant (EFG). This grant will support the collaborating cities further developing their own efficiency navigator programs, create shared resources for the purposes of supporting this program within all collaborating cities, and allow Elevate Energy Inc. and Sustain Dane Inc. access to planning resources to make the existing Efficiency Navigator program in the City of Madison more efficient and effective. The City of Madison, the lead applicant, will serve as a pass-through entity for grant funding to all collaborating entities. The City of Sun Prairie was allocated \$20,000 within the EFG by the Department of Energy. We can therefore not use a competitive selection process for this pre-allocated funding within this federal grant.

REVIEW

For Purchases of \$50,000 or less, a copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED 

REJECTED

Submit