

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 02/21/2019

Requisition Number: (8 characters)

Requestor Name: Norman Davis

Requestor Phone Number:

Requestor Email: ndavis@cityofmadison.com

Fund: 3100 AGENCY FUND

Agency: 12 CIVIL RIGHTS

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: \$80,000.00

Vendor Name: Language Line Solutions

Product/Service Description: Video/telephone interpretation and translation

 \$50,000 and UNDER

This form will be sent to the Purchasing Supervisor for review.

 OVER \$50,000Complete 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.

Civil Rights intended to utilize the state contract for language services in order to piggyback and satisfy the competitive bid process. After a decision was made and contract negotiations began, the state contract expired and was replaced by a new contract. Language Line Solutions was not one of those vendors that was awarded a contract during the selection process, so it is no longer possible for Civil Rights to piggyback using this vendor. Civil Rights has already established a relationship with the vendor based on the determination that they best met our needs under the previous state contract.

COMMENTS REGARDING PURCHASES OVER \$50,000

Language Line Solutions is a new vendor that the City of Madison has not contracted with in the past.

Date: