



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/06/2024

Requisition Number: (8 characters)

Requestor Name: Daniel Stattelmann-Scanlan

Requestor Phone Number: 608-576-3109

Requestor Email: dstattelmann-scanlan@publichealthmdc.com

Fund: 6100 PUBLIC HEALTH MADISON DANE

Agency: 32 PUBLIC HEALTH MADISON DANE

- 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: \$175,000.00

Vendor Name: Nurse Family Partnership

Product/Service Description: Program education and implementation support services

\$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.

Public Health Madison Dane has been implementing the Nurse Family Partnership(NFP) Home visiting program since 2012. This is an evidenced based proprietary program to support low income pregnant people and their families. There are annual costs included with implementing the NFP program and ongoing staff training. This is required to ensure fidelity to the model. The contract with NFP will be for 5 years and the annual fees will be \$35,000. We do recieve state grant dollars for this program and NFP vendor was identified by name in the grant approval application.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid \$258,519 to the Nurse Family Partnership since 2015, with \$177,621 of it through non-competitive selection, and the remaining \$80,898 made through many small purchases under the threshold requiring competitive selection.

Date:

Submit