



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 04/14/2023

Requisition Number: (8 characters)

Requestor Name: Jessica Price

Requestor Phone Number: 608 267 1992

Requestor Email: jprice2@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: \$50,000.01

Vendor Name: The Hmong Institute, Inc.

Product/Service Description: Services to implement the EPA Enhanced Air Quality Monitoring for Comm...

\$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 successfully applied for funding through the U.S. EPA's Enhanced Air Quality Monitoring for Communities grant program for a project titled "Building Sensor and Community Partnership Networks for Air Quality in Madison, Wisconsin." These funds will be used to support installation of a network of air quality sensors throughout the City of Madison to identify areas experiencing particulate matter (PM) air pollution and support community engagement to provide greater awareness, education, and action to address air quality and health disparities.

The grant required inclusion of community partners, and the City of Madison worked with 4 project partners, including the The Hmong Institute, Inc. to develop the grant proposal. The Hmong Institute was named as a community partner in the grant and is committed to their roles and actions as described in the grant proposal.

This non-competitive selection request is for the portion of the project allocated to the Hmong Institute in the amount of \$50,000 to serve on the project's leadership team and implement community engagement about the air quality monitoring network and the connections between air quality and health.

The Hmong Institute is a Madison-based, non-profit community organization focused on empowering the Hmong community through education, health, and preservation of Hmong heritage. They provide education, health, community building, and economic and professional development assistance and programming to overcome cultural, language, and access barriers for the Southeast Asian and immigrant communities in Dane County. Health-focused programs include the Annual Hmong Health Summit and trainings for health service providers and more.

The City of Madison has successfully partnered with The Hmong Institute to deliver community education campaigns, programming, and support services for the Southeast Asian Community in the past.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid the Hmong Institute a total of \$291,657 since 2019. Of that amount, \$283,300 were payments for grants, and \$8,357 were made up of small purchases below the threshold requiring competitive selection.

Date:

Submit