

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/07/2021

Requisition Number: (8 characters)

Requestor Name: Kate Austin Stanford

Requestor Phone Number: 242-6521

Requestor Email: kaustin@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: \$1,000,000.00

Vendor Name: Maxim Healthcare Staffing Services, Inc.

Product/Service Description: COVID-19 response 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 and Dane County (PHMDC) has been working with Maxim Healthcare Staffing Services, Inc. to support COVID-19 emergency response efforts to supplement staffing levels in the areas of contact tracing, testing, and vaccination since July 2020. In 2020 the contract for these services has been held between the Dane County Department of Administration and Maxim Healthcare Staffing Services, Inc. and paid for through the County COVID Relief Fund allocation. Due to the ending of that funding stream and the Dane County contract expiring on February 1, 2021, PHMDC proposes entering into a purchase of service contract with Maxim Healthcare Staffing Services, Inc. to continue these services funded through the Public Health fund balance, which represents grants received in 2020. A resolution to transfer the adequate fund balance amount to support this contract will be forthcoming.

The intent of this contract is to have the existing, trained, contracted staff continue in their roles. PHMDC has dedicated significant time and effort in training the contracted staff and they are functioning as key members of the PHMDC COVID response team. Their continued participation in the areas of contact tracing, testing, and vaccination is critical to our continued success in the fight against COVID.

COMMENTS REGARDING PURCHASES OVER \$50,000

Public Health Madison and Dane County contracted with Maxim Healthcare Staffing Services, Inc. in 2016. The \$150,000 non-competitively selected contract was to be used in case of a public health emergency. It was not utilized until last year, at which time it was activated for COVID-19. To date, \$19,964 has been paid to the vendor.

Date:

