



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 05/07/2024

Requisition Number: (8 characters)

Requestor Name: Katarina Grande

Requestor Phone Number:

Requestor Email: kgrande@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: \$64,013.00

Vendor Name: Board of Regents of the University of Wisconsin System on behalf of the U...

Product/Service Description: Data support for PHMDC Respiratory Illness Data Dashboard: PHMDC has ...

\$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 Public Health Outreach Specialist (Manjari Ohja) has provided services to PHMDC on a similar or continuing project in the recent past, and it would be economical to PHMDC on the basis of time and money to retain the same consultant. Specifically, the Fellow has supported the maintenance, data quality, and regular updating of the Dane County COVID Data Dashboard since 2021 and the Fellow has been funded through state Epidemiology & Laboratory Capacity grant funds through June 30, 2023. At that time, Manjari transitioned to a Public Health Outreach Specialist role, funded by a UW grant focused on respiratory pathogen monitoring. This funding runs out in August/September, 2024, leaving a gap in our timeline for updating our dashboard. PHMDC transitioned its COVID dashboard to a more comprehensive respiratory pathogen monitoring dashboard and Manjari was uniquely poised to assist with this transition given her experience and expertise with PHMDC's dashboard infrastructure. Manjari was part of the team selected for the 2023 cohort of the Council of State and Territorial Epidemiologists' Data Science Team Training program, where the team project focused on developing a respiratory surveillance data system and dashboard. The specific scope of work for this service (September 2024 to February 2025) would be to support the update of the respiratory dashboard based on lessons learned from its pilot year of the 2023/2024 respiratory illness season.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City has paid the University of Wisconsin over \$8,000,000 since 2015. There isn't a good way to filter the over 2,200 invoices down to subtotal by selection type; however, services rendered by a university are exempt from competitive selection requirements, and additionally this particular contract is the result of a grant in which the UW Population Health Institute is specifically named.

Date:

Submit