



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/12/2024

Requisition Number: (8 characters)

Requestor Name: Gabriel Saiz

Requestor Phone Number: 608-338-5839

Requestor Email: gsaiz@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: \$250,000.00

Vendor Name: Sustain Dane

Product/Service Description: Efficiency Navigator Program (formerly Energy Efficiency in Naturally Occur...

\$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.

Previously, the City of Madison applied for and was awarded a grant through the WI-Public Service Commission - Office of Energy Innovation for the project "Energy Efficiency in Naturally Occurring Affordable Housing (EENOAH)." This grant application was in partnership with Sustain Dane along with Elevate and the Northside Planning Council. Sustain Dane and Elevate have been working in the EE-NOAH sector since 2020 and were integral in securing the grant award. Sustain Dane was identified as the principal for the City to enter into a contract for the work on this project. A non-competitive sole source contract was awarded to Sustain Dane on July 20, 2021 by Madison Common Council (RES-21-00519) to administer EE-NOAH. To continue this work, on March 10, 2023, another non-competitive sole source contract was awarded to Sustain Dane for \$220,500 in federal Community Development Block Grant funds and \$250,000 of American Rescue Plan Act of 2021 (ARPA) State and Local Fiscal Recovery Funds (SLFRF) (RES-23-00193). The Sustainability Program within the Office of the Mayor is requesting to continue this program under the project name, "Efficiency Navigator Program," using \$250,000 of the Executive Capital Budget of 2024.

Project Overview: Sustain Dane and Elevate will complete energy efficiency assessments and installations in the City of Madison's Naturally Occurring Affordable Housing stock. Sustain Dane & Elevate have been offering services for energy upgrades since 2020 and have been under contract for NOAH program with City of Madison since 2021.

COMMENTS REGARDING PURCHASES OVER \$50,000

Since 2015, the City of Madison has paid Sustain Dane a total of \$1,263,583. Of that amount, \$1,226,282 was non-competitively selected, and the remaining \$37,301 was made up of small purchases under the threshold requiring competitive selection.

Date:

Submit