



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 06/14/2023

Requisition Number: (8 characters)

Requestor Name: Joe Gromacki

Requestor Phone Number: 608-267-8724

Requestor Email: jgromacki@cityofmadison.com

Fund: 1420 TAX INCREMENT DISTRICTS

Agency: 63 ECONOMIC DEVELOPMENT

- 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: \$75,000.00

Vendor Name: Madison Development Corporation

Product/Service Description: TIF Small Cap Business loan, marketing, underwriting, loan servicing

**\$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.

There is no other agency that has familiarity with TIF resulations and other City programs that might be used in combination for small business assistance. Madison Development Corp has administered the City's Small Cap TIF small business loan program in TID 39 and has provided similar loan services to the Community Development Division for their small business loan programs.

### COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent a total of \$6,605,176 with Madison Development Corporation since 2015. That money is broken down as follows:

\$2,685,926 in CDBG Grants

\$2,499,436 in CDBG Loans

\$150,000 in Cooperative Business Lending Program funding

\$1,265,014 in Section 8 rent payments

\$4,800 for purchases under the threshold requiring competitive selection

Date:

Submit