



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 04/19/2024

Requisition Number: (8 characters)

Requestor Name: Ahmad Moghadam

Requestor Phone Number: 708-263-9007

Requestor Email: amoghadam@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: \$15,625.00

Vendor Name: Just Dane

Product/Service Description: On-site support services for apartment tenants

\$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:

<https://madison.legistar.com/LegislationDetail.aspx?ID=6637364&GUID=F13CD699-BBC5-4F40-B...>
- 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.

Funds for this sole source are from the 2024 Operating Budget Finance Committee Amendment 17-SUB, which was intended to provide Public Health \$68,000 to distribute to agencies that would perform support activities to apartments that are under and/or at risk of public nuisance declarations. Public Health Resolution 83009 was presented in the consent agenda at the April 16, 2024, city council meeting. The resolution seeks to name Each One Teach One, Just Dane, 4-C's and Operation Fresh Start as recipients of the \$68,000.

Over the past year, the city of Madison has needed to declare nuisance abatement proceedings on several apartment complexes, including the Meadowlands and Harmony due to gun violence and other violent crimes. It has created a growing challenge for the tenants that continue to suffer with very little access to resources. Public Health Madison Dane County's Violence Intervention has worked to support these communities. This work has been strengthened by the partnerships with key community agencies partners.

It is critical that these partners that are embedded in the community, familiar with the challenges of residences through their current efforts, be selected to receive funds to support their work. They are uniquely positioned both through their experience and existing relationships to support the needs of these communities.

In this request, we are seeking to select Just Dane to receive \$15,625 to provide ServSafe training and mentoring services. Residents of the apartment complexes had previously been surveyed about the kinds of support they need. In surveys, the requested activities and training for young people and adults. Just Dane is uniquely qualified to meet these needs through their existing programs that support skills development and mentoring, with over 40 years of experience working in this field and with similar communities. Given the time constraints of these uses of funds, and Just Dane's specific willingness to provide direct support to these communities, allowing for this sole source would be a key partner in ensuring the fulfillment of the goals of 2024 Operating Budget Amendment.

REVIEW

For Purchases of \$50,000 or less, a copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED

REJECTED

Submit