

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 02/11/2019

Requisition Number: tbd (8 characters)

Requestor Name: NicoleMarie Hall

Requestor Phone Number: 266-4749

Requestor Email: nmhall@cityofmadison.com

Fund: 1100 GENERAL

Agency: 30 FIRE

- 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: \$71,061.00

Vendor Name: Lexipol, LLC

Product/Service Description: Fire Policy &amp; Procedure Review and Updating Service

- \$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 Madison Fire Department utilizes a Policy and Procedure (P&P) manual and a Standard Operating Guideline (SOG) manual that directs its employees on almost all aspects of their job duties from administrative procedures to emergency response operations. In order for these P&P's and SOG's to be legal, effective and pertinent, it is necessary to update them yearly based on changing laws and changing industry standards. It has been extremely difficult for the Madison Fire Department to effectively track changes in laws, regulations, standards and best practices in order to keep the P&P's and SOG's up-to-date. In consulting with the City Attorney's Office and the City Risk Manager, the Madison Fire Department has concluded that the most economical way to conduct a thorough review of all P&P's and SOGs and insure that they are kept up to date is to contract out for this service.

The Madison Fire Department researched and reviewed Lexipol's ability to provide these services as well as whether there are any other companies that are able to provide a similar service. Based on the research it was determined that Lexipol is the only company providing the combination of state-specific policies, updates based on legislative and best practice changes, and daily training delivered via a web-based platform.

The Lexipol system is only available via direct purchase, and is not available for purchase from third-party distributors. Lexipol has a team of in-house attorneys who specialize in public safety law and insure that all policies and procedures are in compliance with current law. The Lexipol system combines policy content and training materials delivered through an online platform. This combination of services has been developed in-house by Lexipol staff and is not available through other public or private resources or organizations.

The Lexipol system provides state-specific policy content developed by Lexipol staff and subject matter experts. Including, state-specific Daily Training Bulletins developed by experienced public safety personnel and linked to policy content. Each Daily Training Bulletin includes real-time testing to verify end-user understanding. The Lexipol system also includes state-specific policy updates and client alerts in response to changing state and federal laws and evolving industry best practices.

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

The City of Madison has not made any purchases from this vendor. It was only just set up as a vendor in Munis in preparation for making this purchase.

Date:

**Submit**