

SUBMIT VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/11/2019

Requisition Number: 19000780 (8 characters)

Requestor Name: KATHY SCHWENN

Requestor Phone Number: 608-266-4645

Requestor Email: kschwenn@madisonwater.org

Fund: 2100 WATER UTILITY

Agency: 86 WATER

Major: ☒ 53*** Supplies/Goods
☒ 546** Consulting/Professional Services
☒ 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$120,000.00

Vendor Name: KUBRA DATA TRANSFER LTD

Product/Service Description: MUNICIPAL SERVICES BILL PRINTING AND ASSOCIATED COSTS

☐ **\$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:
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- ☐ 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.

MADISON WATER UTILITY IS CURRENTLY USING KUBRA FOR THEIR BILL PRESENTMENT AND PAYMENT PROCESSOR. THE CONTRACT EXPIRED AND WAS NOT RENEWED. WE ARE IN THE PROCESS OF PREPARING AN RFP TO SELECT A NEW VENDOR FOR THIS SERVICE AS THE CURRENT VENDOR, KUBRA, IS UNABLE TO PROVIDE AN ACCEPTABLE LEVEL OF SERVICE FOR OUR CUSTOMERS. UNTIL A NEW VENDOR IS SELECTED AND IN PLACE, WE WILL NEED TO CONTINUE SERVICE WITH KUBRA. MWU SPENT APPROXIMATELY \$121,000 WITH KUBRA IN 2018 SO WE ARE ESTIMATING OUR ANNUAL EXPENSE TO BE \$120,000 FOR 2018. WE DO NOT KNOW HOW MANY MONTHS WE WILL ACTUALLY CONTINUE TO USE KUBRA. WE HOPE TO EXPIDITE THE RFP PROCESS AND GET A NEW VENDOR ON BOARD AS SOON AS POSSIBLE. WE ARE CURRENTLY PREPARING A SOLE SOURCE RESOLUTION FOR COUNCIL TO APPROVE THIS SOLE SOURCE.