



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 05/08/2024

Requisition Number: (8 characters)

Requestor Name: Ahmad Moghadam

Requestor Phone Number:

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: \$68,000.00

Vendor Name: YWCA Madison, Inc.

Product/Service Description: Tenant resource services

\$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 2024 Adopted County Budget increased Public Health Madison Dane County expenditures by \$68,000 to support amended contracts in 2024 of current Violence Prevention Unit (VPU) 2023 grantees for tenant capacity building these funds would be available for grantees to perform program activities, including but not limited to hiring a tenant organizer, supporting meetings of tenants to discuss their housing concerns, and training of the grantees and tenants they serve on housing rights and tenant organizing.

YWCA Madison Inc, a 2023-2024 grantee, is a nonprofit organization that been providing housing for our community's women at 101 E. Mifflin Street since 1968. Today, they are Dane County's largest provider of affordable housing for single women. A new program they have developed to support this work is "Steps to Stability." The program connects families and individuals experiencing homelessness and/or housing stability to housing related services and direct financial assistance to support a successful housing search and/or maintenance of housing. The program provides housing location search and voluntary tenant education services to homeless families or individuals utilizing or otherwise eligible for emergency shelter, as well as families at imminent risk of entering shelter.

The program also provides four annual voluntary tenant education courses based on the nationally known and accredited "Rent Smart" curriculum which includes (but not limited to) the following topics: prioritizing housing needs and preferences, reviewing rental applications, reviewing leases, overview of landlord/tenant law, maintaining an apartment, and preparing for transitions.

Public Health seeks to utilize the funds provided through the 2024 County budget to support the above-mentioned program developed by YWCA Madison. The agency is one of the few in the county currently providing this form of tenant support services. Further, they are the only agency in the 2023-2024 VP funded grantee cohort providing this form of housing support making them the only agency eligible to receive these funds under the terms of the County funding.

COMMENTS REGARDING PURCHASES OVER \$50,000

YWCA Madison, Inc is a local non-profit organization that receives a lot of support from the City of Madison. The City has paid YWCA Madison a total of \$4,584,407 since 2015 through over 2,200 transactions averaging \$2,000 each. It is not feasible to categorize all of these transactions, and most of these were NOT competitively selected. A large portion of the total payments are from housing subsidies, community agency contracts, and various grants.

Date:

Submit

