

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/23/2022

Requisition Number: (8 characters)

Requestor Name: Stacie Reece

Requestor Phone Number: 608-261-9823

Requestor Email: sreece@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 19 MAYOR

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: \$55,541.00

Vendor Name: Allied Wellness Center

Product/Service Description: EPA EJ: City of Madison - Citywide Implementation of COVID-19 Education ...

 \$50,000 and UNDER

This form will be sent to the Purchasing Supervisor for review.

 OVER \$50,000Complete 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 City of Madison applied for and was awarded a grant through the US EPA's State Environmental Justice Cooperative Agreement (SEJCA) program in the amount of \$200,000 to implement a Citywide COVID-19 Education Program.

The grant required 3 or more community partners to be part of a coalition that drove the actions and outcomes of the project. The partners written into the grant include Meadowood Health Partnership, Center for Patient Partnership, Mosaic/Truax and Allied Wellness Center.

This non-competitive selection request is for the project portion allocated toward Allied Wellness Center in the amount of \$55,541 to implement a COVID-19 Education Program specifically for the Allied and surrounding neighborhoods. Allied Wellness Center is the established health and wellness provider for the community in south Madison and has a Community Health Workers program which will be the main recipients of the funding to provide the COVID-19 Education Program.

This is part of the larger City-wide initiative funded through the US EPA grant. More information on the grant and its activities can be found here: <https://madison.legistar.com/View.ashx?M=F&ID=9847784&GUID=71CB29E8-7842-48B6-973E-636B727F47DF>

COMMENTS REGARDING PURCHASES OVER \$50,000

Since 2015, the City of Madison has paid Allied Wellness Center \$213,000. Of that amount, \$46,000 consist of multiple small purchases that did not surpass the Purchasing department's competitive selection threshold, and \$167,000 were for Community Agency Contracts that are not subject to the competitive selection process, and are oftentimes supported by grant funding.

Date:

