

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 08/19/2022

Requisition Number: (8 characters)

Requestor Name: Christine Koh

Requestor Phone Number: 608-267-4913

Requestor Email: ckoh@cityofmadison.com

Fund: 1100 GENERAL

Agency: 15 FINANCE

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: \$69,775.00

Vendor Name: MGT of America Consulting, LLC

Product/Service Description: Central services cost allocation plan development

☐ **\$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 City of Madison entered a 3-year agreement with MGT of America Consulting, LLC ("MGT") in 2020 to provide consulting service for a central services cost allocation plan. MGT was selected through a non-competitive process as they were the only vendor who responded to a request for quotes. The City and MGT entered into a contract for \$51,750, which is expiring at the end of 2022. The request is to extend the contract for 1 year, for a total cost of \$18,025. The Finance Department has been satisfied with the services provided to date; MGT delivers a high quality product and takes a collaborative approach to their services. Continuing the contract would allow the Finance Department and MGT to build on past work and continue improving the data inputs and metrics for the cost allocation plan. A non-competitive selection will ensure the cost allocation plan is developed in a timely manner for budget development in 2023.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid MGT of America Consulting LLC a total of \$34,250 since we first contracted with them in 2020. All of this has been under a non-competitively selected contract.

Date: