



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 02/12/2024

Requisition Number: (8 characters)

Requestor Name: Linette Rhodes

Requestor Phone Number: 608-261-9240

Requestor Email: lrhodes@cityofmadison.com

Fund: 1220 OTHER GRANTS

Agency: 62 COMMUNITY DEVELOPMENT

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: \$424,000.00

Vendor Name: Lutheran Social Services

Product/Service Description: Support Services and Rental Assistance

☐ **\$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.

A court-appointed Receiver was installed to operate the Tree Lane and Rethke properties in the wake of financial difficulties experienced by the properties' owners. A Court Motion filed with the Court by the Receiver in December confirmed continuing financial difficulties and sought approval from the Court to wind down the properties and list them for sale. At the same time, the Receiver advised residents to search for other housing.

In support of those searches, staff from the City, the two housing authorities, on-site service providers and other local service providers have been working with tenant households at both properties. In the current housing environment, it will be challenging for current tenants at these properties to find alternative housing. But it will be even more difficult for those occupying non-vouchered units due to their low incomes and lack of available rent subsidies.

The Community Development Division is recommending up to \$424,000 be awarded to Lutheran Social Services (LSS). LSS has been providing property management services at both Tree Lane and Rethke since last summer and, therefore, is already connected with tenants at both properties. LSS also operates rapid rehousing programs within the Dane County Continuum of Care area and can quickly establish/expand its program to support this group of tenants.

The operating funds for both properties will be depleted by Spring of 2024. There is not sufficient time to conduct a Request for Proposal process to seek a vendor other than LSS.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Lutheran Social Services of Wisconsin and Upper Michigan a total of \$283,254 since 2015 for a rapid rehousing program, support services, and rental assistance, similar to what is being proposed above. These contracts were non-competitively selected.

Date:

Submit