PURCHASING VIEW

CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date:	08/01/2018
Requisition Number:	(8 characters)
Requestor Name:	Norman Davis
Requestor Phone Number:	
Requestor Email:	ndavis@cityofmadison.com
Fund:	3100 AGENCY FUND
Agency:	12 CIVIL RIGHTS
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:	$40,000.00
Vendor Name:	Purple Communications
Product/Service Description:	In Person ASL Interpretation

☐ **$25,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.

☑ **OVER $25,000**
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.
- [x] 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.

this is only until dec 31 2019 as an interim need to meet our language access needs while DCR develops an RFP process and other coordination process for implementation of the adopted LAP

Purple is the only ASL Interpretation agency that is local to madison. The nearest two viable alternatives are located in Milwaukee and Delevan requiring extensive travel costs to be incurred for services. Purple works with a network of local interpreters, all of whom meet state certification requirements, and can provide interpreters at the lowest overall cost with the most flexibility.

COMMENTS REGARDING PURCHASES OVER $25,000

Purple has been used several times by the City of Madison since 2016, on several low-dollar purchase orders and p-card purchases. Total amount of transactions: $1,136.40

Date: 08/02/2018

Submit