

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 02/08/2019

Requisition Number: (8 characters)

Requestor Name: Jim O'Keefe

Requestor Phone Number: 266-7851

Requestor Email: jokeefe@cityofmadison.com

Fund: 1100 GENERAL

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: \$98,000.00

Vendor Name: Lussier Community Education Center

Product/Service Description: Youth Programming: Middle School &amp; Elementary

- \$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.

This contract will support youth programming for elementary and middle school students (10-15 slots) through the remainder of 2019. Funds from these contracts will be used for Lussier's programming on Madison's west side; specifically, these funds are intended to create additional slots for children residing at Tree Lane Apartments. There is currently a gap in youth programming for these families which does not allow the time necessary to complete a full RFP for the funds.

This funding is intended to be ongoing in the Community Development Division's operating budget. It is CDD's intent to competitively bid these funds for 2020 and subsequent years.

**COMMENTS REGARDING PURCHASES OVER \$50,000**

The City has worked with the Lussier Community Education Center through the Community Development Division over the past 4 years, paying a total of \$775,545 between 2015 and 2018. Please see the attached spreadsheet for a breakdown of the Project/Programs that this money was spent on.

Date:

Lussier CDD Contract Summary 2015-present

**2015**

Agency	Project or Program	Goal Area	Allocation	Paid Out
Lussier Community Education Center	LCEC Building Employment and Technology Skills (BEATS)	Adult Workforce Preparedness	\$ 10,346	\$ 10,346
Lussier Community Education Center	Neighborhood Center Support	Neighborhood Centers and Community Gardens	\$ 54,674	\$ 54,674
Lussier Community Education Center	Jefferson Youth Resource Center	Youth	\$ 26,895	\$ 26,895
Lussier Community Education Center	Project Teen Build Up	Youth	\$ 13,490	\$ 13,490
Lussier Community Education Center	Elementary Program	Children and Families	\$ 35,351	\$ 35,351
Lussier Community Education Center	Voices on the Air	Emerging Opportunities Program	\$ 11,000	\$ 11,000
<b>TOTAL</b>			<b>\$ 151,756</b>	<b>\$ 151,756</b>

**2016**

Agency	Project or Program	Goal Area	Amount	Paid Out
Lussier Community Education Center	LCEC Building Employment and Technology Skills (BEATS)	Adult Workforce Preparedness	\$ 10,537	\$ 10,537
Lussier Community Education Center	Neighborhood Center Support	Neighborhood Centers and Community Gardens	\$ 55,683	\$ 55,683
Lussier Community Education Center	Jefferson Youth Resource Center	Youth	\$ 27,391	\$ 27,391
Lussier Community Education Center	Project Teen Build Up	Youth	\$ 13,739	\$ 13,739
Lussier Community Education Center	Elementary Program	Children and Families	\$ 36,003	\$ 36,003
Lussier Community Education Center	2016-17 Neighborhood Organizing Institute	Community Building and Engagement	\$ 74,984	\$ 74,984
<b>TOTAL</b>			<b>\$ 218,337</b>	<b>\$ 218,337</b>

**2017**

Agency	Project / Program	Goal Area	Amount	Paid Out
Lussier Community Education Center	LCEC Building Employment and Technology Skills (BEATS)	Adult Workforce Preparedness	\$ 10,537	\$ 10,537
Lussier Community Education Center	Neighborhood Center Support	Neighborhood Centers and Community Gardens	\$ 55,683	\$ 55,683
Lussier Community Education Center	Jefferson Youth Resource Center	Youth	\$ 27,391	\$ 27,391
Lussier Community Education Center	Project Teen Build Up	Youth	\$ 13,739	\$ 13,739
Lussier Community Education Center	Elementary Program	Children and Families	\$ 36,003	\$ 36,002
Lussier Community Education Center	2017-18 Neighborhood Organizing Institute	Community Building and Engagement	\$ 93,734	\$ 93,734
<b>TOTAL</b>			<b>\$ 237,087</b>	<b>\$ 237,086</b>

**2018**

Agency	Project or Program	Goal Area	Amount	Paid Out
Lussier Community Education Center	LCEC Building Employment and Technology Skills (BEATS)	Adult Workforce Preparedness	\$ 18,000	\$ 16,800
Lussier Community Education Center	Neighborhood Center Support	Neighborhood Centers and Community Gardens	\$ 55,683	\$ 55,683
Lussier Community Education Center	Jefferson Youth Resource Center	Youth	\$ 27,391	\$ 27,391
Lussier Community Education Center	Project Teen Build Up	Youth	\$ 13,739	\$ 13,739
Lussier Community Education Center	Elementary Program	Children and Families	\$ 36,003	\$ 36,003
Lussier Community Education Center	2017-18 Neighborhood Organizing Institute	Community Building and Engagement	\$ 18,750	\$ 18,750
<b>TOTAL</b>			<b>\$ 169,566</b>	<b>\$ 168,366</b>

**2019**

Agency	Project or Program	Goal Area	Amount	Paid Out
Lussier Community Education Center	LCEC Building Employment and Technology Skills (BEATS)	Adult Workforce Preparedness	\$ 18,000	\$ -
Lussier Community Education Center	Neighborhood Center Support	Neighborhood Centers and Community Gardens	\$ 55,683	\$ -
Lussier Community Education Center	Jefferson Youth Resource Center	Youth	\$ 27,391	\$ -
Lussier Community Education Center	Project Teen Build Up	Youth	\$ 13,739	\$ -
Lussier Community Education Center	Elementary Program	Children and Families	\$ 36,003	\$ -
Lussier Community Education Center	2019 Neighborhood Organizing Institute	Community Building and Engagement	\$ 85,875	\$ -
<b>TOTAL</b>			<b>\$ 236,691</b>	<b>\$ -</b>

\$ 775,545

Wisconsin Youth Company Contract Summary 2015-19

**2015**

Agency	Project or Program	Goal Area	Allocation	Paid Out
Wisconsin Youth Company	Neighborhood Center Support: Theresa Terrace	Neighborhood Centers and Community Gardens	\$ 73,064	\$ 70,300
Wisconsin Youth Company	Neighborhood Center Support: WYFC	Neighborhood Centers and Community Gardens	\$ 30,385	\$ 30,385
Wisconsin Youth Company	Middle School Youth	Youth	\$ 51,727	\$ 51,727
Wisconsin Youth Company	Elementary Program	Children and Families	\$ 48,462	\$ 48,462
<b>TOTAL</b>			<b>\$ 203,638</b>	<b>\$ 200,874</b>

**2016**

Agency	Project or Program	Goal Area	Allocation	Paid Out
Wisconsin Youth Company	Theresa Terrace Adult Employment Program	Adult Workforce Preparedness	\$ 8,347	\$ 8,347
Wisconsin Youth Company	Center Support: Elver Park Neighborhood Center	Neighborhood Centers and Community Gardens	\$ 30,946	\$ 30,946
Wisconsin Youth Company	Center Support: Theresa Terrace Neighborhood Cent	Neighborhood Centers and Community Gardens	\$ 90,253	\$ 90,253
Wisconsin Youth Company	Middle School Youth	Youth	\$ 52,681	\$ 52,681
Wisconsin Youth Company	Elver Park NC Elementary Program	Children and Families	\$ 49,356	\$ 49,356
Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ 35,748
Wisconsin Youth Company	TTNC-A STEM Adventure for Middle School Students	Emerging Opportunities Program	\$ 11,000	\$ 11,000
<b>TOTAL</b>			<b>\$ 278,331</b>	<b>\$ 278,331</b>

**2017**

Agency	Project / Program	Goal Area	Amount	Paid Out
Wisconsin Youth Company	Theresa Terrace Adult Employment Program	Adult Workforce Preparedness	\$ 8,347	\$ 8,347
Wisconsin Youth Company	Center Support: Elver Park Neighborhood Center	Neighborhood Centers and Community Gardens	\$ 30,946	\$ 30,946
Wisconsin Youth Company	Center Support: Theresa Terrace Neighborhood Cent	Neighborhood Centers and Community Gardens	\$ 90,253	\$ 86,726
Wisconsin Youth Company	Middle School Youth	Youth	\$ 52,681	\$ 52,681
Wisconsin Youth Company	Elver Park NC Elementary Program	Children and Families	\$ 49,356	\$ 49,356
Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ 35,417
<b>TOTAL</b>			<b>\$ 267,331</b>	<b>\$ 263,473</b>

**2018**

Agency	Project or Program	Goal Area	Total	Paid Out
Wisconsin Youth Company	Center Support: Elver Park Neighborhood Center	Neighborhood Centers and Community Gardens	\$ 30,946	\$ 30,945
Wisconsin Youth Company	Center Support: Theresa Terrace Neighborhood Cent	Neighborhood Centers and Community Gardens	\$ 90,253	\$ 90,253
Wisconsin Youth Company	Middle School Youth	Youth	\$ 52,681	\$ 52,681
Wisconsin Youth Company	Elver Park NC Elementary Program	Children and Families	\$ 49,356	\$ 49,356
Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ 35,748
<b>TOTAL</b>			<b>\$ 258,984</b>	<b>\$ 258,983</b>

**2019**

Agency	Project or Program	Goal Area	Total	Paid Out
Wisconsin Youth Company	Center Support: Elver Park Neighborhood Center	Neighborhood Centers and Community Gardens	\$ 50,000	\$ -
Wisconsin Youth Company	Center Support: Theresa Terrace Neighborhood Cent	Neighborhood Centers and Community Gardens	\$ 122,293	\$ -
Wisconsin Youth Company	Middle School Youth	Youth	\$ 52,681	\$ -
Wisconsin Youth Company	Elver Park NC Elementary Program	Children and Families	\$ 49,356	\$ -
Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ -
Wisconsin Youth Company	WYC/Families and Schools Together Partnership	Community Based Crime Reduction	\$ 95,000	\$ -
<b>TOTAL</b>			<b>\$ 405,078</b>	<b>\$ -</b>

**\$ 1,001,661**

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 01/31/2019

Requisition Number: (8 characters)

Requestor Name: Jim O'Keefe

Requestor Phone Number: 266-7851

Requestor Email: jokeefe@cityofmadison.com

Fund: 1100 GENERAL

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: \$125,000.00

Vendor Name: The Road Home

Product/Service Description: Case Management Services at Tree Lane Apartments

- \$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:
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**REASON FOR REQUEST****WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

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Tree Lane Apartments opened to the public during fall 2018. The current provider for case management services, YWCA, will no longer be providing case management services as of mid-March 2019. This non-competitive contract will allow the City to begin working with The Road Home to ensure there is no gap in delivering services. It is anticipated the Road Home will serve as the interium provider through August 31, 2019. CDD plans to issue an RFP this spring to select a full-time vendor.

**COMMENTS REGARDING PURCHASES OVER \$50,000**

The City of Madison has paid The Road Home \$89,270 in housing assistance since 2014. The have been no other payments to The Road Home.

Date:

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- Major:
- 53\*\*\* Supplies/Goods
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  - 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: \$35,000.00

Vendor Name: WI Youth Company

Product/Service Description: Youth Programming: Elementary Students

 **\$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.**

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This contract will support youth programming for elementary students (20 slots) through the remainder of 2019. Funds from these contracts will be used for WI Youth Company's programming on Madison's west side; specifically, these funds are intended to create additional slots for children residing at Tree Lane Apartments. There is currently a gap in youth programming for these families which does not allow the time necessary to complete a full RFP for the funds. This funding is intended to be ongoing in the Community Development Division's operating budget. It is CDD's intent to competitively bid these funds for 2020 and subsequent years.

**Purchasing Comments:**

The City has worked with the WI Youth Company through the Community Development Division over the past 4 years, paying a total of \$1,001,661 between 2015 and 2018. Please see the attached spreadsheet for a breakdown of the Project/Programs that this money was spent on.

**REVIEW**

**For Purchases of \$50,000 or less**, a copy of this form, signed by Purchasing Services, will be returned to Requestor.

APPROVED




REJECTED



Wisconsin Youth Company Contract Summary 2015-19

**2015**

Agency	Project or Program	Goal Area	Allocation	Paid Out
Wisconsin Youth Company	Neighborhood Center Support: Theresa Terrace	Neighborhood Centers and Community Gardens	\$ 73,064	\$ 70,300
Wisconsin Youth Company	Neighborhood Center Support: WYFC	Neighborhood Centers and Community Gardens	\$ 30,385	\$ 30,385
Wisconsin Youth Company	Middle School Youth	Youth	\$ 51,727	\$ 51,727
Wisconsin Youth Company	Elementary Program	Children and Families	\$ 48,462	\$ 48,462
<b>TOTAL</b>			<b>\$ 203,638</b>	<b>\$ 200,874</b>

**2016**

Agency	Project or Program	Goal Area	Allocation	Paid Out
Wisconsin Youth Company	Theresa Terrace Adult Employment Program	Adult Workforce Preparedness	\$ 8,347	\$ 8,347
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<b>TOTAL</b>			<b>\$ 278,331</b>	<b>\$ 278,331</b>

**2017**

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Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ 35,417
<b>TOTAL</b>			<b>\$ 267,331</b>	<b>\$ 263,473</b>

**2018**

Agency	Project or Program	Goal Area	Total	Paid Out
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Wisconsin Youth Company	Theresa Terrace Elementary Program	Children and Families	\$ 35,748	\$ 35,748
<b>TOTAL</b>			<b>\$ 258,984</b>	<b>\$ 258,983</b>

**2019**

Agency	Project or Program	Goal Area	Total	Paid Out
Wisconsin Youth Company	Center Support: Elver Park Neighborhood Center	Neighborhood Centers and Community Gardens	\$ 50,000	\$ -
Wisconsin Youth Company	Center Support: Theresa Terrace Neighborhood Cent	Neighborhood Centers and Community Gardens	\$ 122,293	\$ -
Wisconsin Youth Company	Middle School Youth	Youth	\$ 52,681	\$ -
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<b>TOTAL</b>			<b>\$ 405,078</b>	<b>\$ -</b>

**\$ 1,001,661**