

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 09/13/2021

Requisition Number: (8 characters)

Requestor Name: George Reistad

Requestor Phone Number: 6082666544

Requestor Email: greistad@cityofmadison.com

Fund: 1220 OTHER GRANTS

Agency: 63 ECONOMIC 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: \$400,000.00

Vendor Name: Madison Public Market Foundation, Inc.

Product/Service Description: Supporting Operating Costs related to the Madison Public Market Project

- \$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.

\$400,000 in operational support funding should be granted to the Madison Public Market Foundation, Inc. via American Rescue Plan Act funding. Justification for this funding comes from the results of a competitive Request for Qualifications process seeking an operator of the Madison Public Market - initiated on January 24, 2018 and enacted on May 7, 2018 (Resolution #51909). The Madison Public Market Foundation, Inc was selected as the only respondent to this RFQ. In this case, the submitted proposal was thorough and built on the Foundation's work as the fundraising entity for the Madison Public Market project. Based on this rationale, supporting operational aspects of the Madison Public Market Foundation using ARPA dollars is a true sole source agreement, as the Madison Public Market Foundation is the sole selected entity chosen by the City to operate the Madison Public Market.

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

The City of Madison previously provided a \$250,000 grant to Madison Public Market Foundation in 2019 for costs associated with preparing for operations. Madison Public Market Foundation was selected as the operator of the Public Market through a competitive Request for Qualifications process coordinated by the Economic Development Division.

Date: