

**BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(LIMIT YOUR RESPONSE TO THIS SHEET)**

1. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
- item to be purchased is of a perishable nature
- need to extend an existing contract
- there is not enough time to obtain formal bids to satisfy need
- non-price error on either the bidder's or the City's part in the bid proposal
- a new law or regulation requires immediate compliance
- other

2. Detailed explanation of reason (must be completed by division):

Ohio Department of Health provided \$80,000 within the last quarter of the State fiscal year with the expectation of a social media campaign to promote PrEP among gay and bisexual men. The short time frames makes it impossible to disseminate a RFQ and review proposals. From a previous solicitation, Beyond Spots & Dots was the only company to submit a bid.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Please see attached.

5. If lowest bid was not accepted, explain criteria for award:

N/A

APPROVED BY: _____ DATE
(authorized signature)