

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 Need for continuity of services. See below.

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

The Columbus Health Department has been awarded an additional \$125,000 for a two month extension of the Healthy Start grant, ending July 31, 2006. The grant funds awarded provide for an increased contract with JABR Software to enhance the current appointment system to make it a web based platform. JABR Software will also work with Evaluation Team on screen designs, and ongoing technical support. The services will continue to build off of previous support services that were provided throughout the grant.

_3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

_4. Informal bids received and prices for each:

N/A

_5. If lowest bid was not accepted, explain criteria for award:

N/A.

APPROVED BY: _____ DATE _____
(authorized signature)