

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

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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 Contractor's knowledge & expertise in the IT services required.

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

Because Itentive has developed, installed and supported our custom interfaces (ELR, Genprobe) and lab template for several years, competitive bids were not solicited for this contract. The upgrades to Health's clinical app will impact this, and as such, the knowledge of these interfaces and templates will be critical to the success and efficiency of this upgrade. In addition, Itentive is a NextGen (provider of the clinical app) partner. They also have familiarity with the historical custom templates that we will be mapping to the new versions. They have thorough knowledge of both the application and KBM requirements that will streamline this effort and minimize potential pitfalls and disruption to the practice. Updating a new consultant would lead to additional time and money needed to even get them versed as to where we are today and how we got there.

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3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

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4. Informal bids received and prices for each:

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

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APPROVED BY: Authorized Approval on Corresponding Legislative File  
DATE: \_\_\_\_\_

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