

**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):

Since 2008, the Columbus Fire Division has contracted with TargetSolutions/CentreLearn Solutions, LLC to deliver on-line Fire and EMS continuing education; with TargetSolutions, the Fire Division has expanded and customized it's credentials tracking for all fire personnel specialties including DART, Haz-Mat, FAO, Investigator, Professional Standards, and ARFF training. The Training Bureau also researched different online learning packages including Firehouse Software, but none offered the same features that incorporated both RMS (Record Management System) and LMS (Learning Management System) capabilities, which is critical to all Columbus Fire members, who are required by state law and the city to maintain the Firefighter, Fire Inspector, and EMS credentials. The Division's credibility during accreditation could be in jeopardy without complete and centralized training records and easy access to those records. Columbus Fire has been using the Target Solutions/CentreLearn training platform since 2008. Since that time the Fire Division has built out credentials for Recruit, Apprentice, EMS, Officer, and In-Service Training; changing to a new system would adversely affect all the changes and enhancements that have been made and possibly adversely affect the training records of our 1,581 users of Target Solutions, on a platform that is available 24/7 to fire personnel from any computer or portable device.

---

3. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
  - formal bids
- 

4. Informal bids received and prices for each:

See attached quote.

---

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

N/A

---

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Authorized Signature)