

**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)

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 Despite use of RFQ022658, 329.18 and 329.28 were not met

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

The main purpose of the ordinance is to provide flexibility in the contracting process to expedite contracts near the end of the grant cycle. The Federal government, while offering technical assistance to the grant program administrative staff, has indicated that it is too cumbersome to solicit proposals for service contracts, legislate and execute the contracts in a reasonable amount of time. They have asked that we devise a method that allows us to distribute funds to sub-recipients in a timelier manner.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

KW2 has partnered with Sexual Health Promotions on multiple campaigns across a number of grants (Ryan White, HIV Prevention, Ending the HIV Epidemic). KW2 submitted their proposal under Bonfire RFQ022658. The program will continue partnerships with each vendor that provided a proposal and KW2 was selected based on their familiarity with the outreach needs of CPH.

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

N/A

ORDINANCE #: 3033-2022

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 11/10/2022
