

**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 Previous RFQ bid received by Equitas

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

Requesting a Bid Waiver for Equitas Health due to previous RFQ015537 posted in May of 2020. The RFQ covered a five-year period (7/1/2020 – 2/28/2025). At that time, Equitas submitted a proposal that was accepted and a contract was awarded. RFQ021189 was posted to attract additional subrecipients but unfortunately only had one reply. During Planning Body meetings the proposal was mentioned and through other SHP listservs Equitas was informed of the need for additional services. They submitted an updated budget (what the Program uses to award contracts) and we contracted with them again. Since their original proposal was accepted under RFQ015537 we did not ask them to submit the budget materials in Bonfire. We are not doing a contract modification because the funds are coming from two different grants – one from ODH and one from HRSA; however, both grants are for the purpose of Ending the HIV Epidemic, specifically for resource navigation.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Service Contracts for the ODH Ending the HIV Epidemic grant program are awarded by service category to sub-recipient agencies based on capacity to provide services to clients within the jurisdiction according to the service standards set forth in the written agreement.

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

N/A

ORDINANCE #: 2254-2022

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: 06/01/2022
