

**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 of only two niche providers, WorldLingo is the best, most responsible vendor to meet the needs of the City

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

At the time the initial contract was implemented, there was an immediate need for implementation of translation services to provide improved communications using the City website with local residents and international concerns that are not fluent in the English language. The Department of Technology (DoT) conducted a market research project utilizing support from OARnet, the City's then-current professional web-services provider, and resources from Gartner Group, a leading Information Technology market research firm. Extensive analysis by the DoT evaluation team led to the identification of only two niche service providers. Of the two companies, WorldLingo is the best, most responsible vendor to meet the needs of the City.

3. Informal procedure used:

- telephone quotations
- written quotations
- Negotiations

4. Informal bids received and prices for each:

Although actual bids were not taken, informal proposals were considered. A quantitative cost comparison was not completed. WorldLingo was determined to be the most responsible Offeror, the most functionally effective product, and an agreement was negotiated at a reasonable and competitive price.

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

Not Applicable.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
