

**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 The complexity of the system interface with internal and external customers, amount of time required for transition to a new provider and satisfaction with the services provided make bidding prohibitive at this time.

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

Activenet has been the hosted online registration system for class registration at CRPD since 2008 when a bid process was used to select them. Requests for proposals were taken again in 2015 and eight vendors responded. A group of five CRPD staff evaluated the proposals and Activenet was selected to continue as the provider.

The department is requesting to waive the competitive bidding provisions of the Columbus City Code Chapter 329 due to the complex nature of the service; a public-facing registration interface also used for internal accounting, auditing, organizational and safety measures. Switching to a new provider would be a complex process requiring a tremendous amount of time and planning in order to consider other service providers and to make a smooth transition. The Recreation and Parks Department has been very satisfied with the Activenet registration system and does not have a compelling reason to consider other registration systems at this time.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
