

**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):

The AIDS Resource Center Ohio (ARCO) is the only organization that provides housing for persons living with HIV/AIDS in the entire Central Ohio region. This occurs primarily through the CPH funded HOPWA contract and a Community Shelter Board (CSB) funded Shelter Plus Care contract. Because ARCO is the only organization currently managing the housing for persons living with HIV/AIDS and managing the housing waitlist, ARCO is the only entity that could efficiently conduct the case management and secure the additional housing. The new Ryan White grant requires 95 percent of allocated resources be spent within the fiscal year and leveraging of existing community resources. ARCO is the only agency that currently manages these other resources. This is an opportunity to maximize housing resources and serve additional people.

Due to insufficient resources within the HOPWA and CSB contracts, housed residents are at risk of losing their housing. Additional HIV-positive residents in need of housing are being placed on a growing wait list. And, special populations of HIV-positive people are not able to access the HOPWA or the CSB housing, which includes persons recently hospitalized, women, families, youth, non-citizens, and some persons with serious mental health issues. To alleviate this situation, the Ryan White Part A grant shall provide case management for the households currently housed and immediately make available housing for the underserved special populations.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☒ negotiations

4. Informal bids received and prices for each:

N/A

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

N/A

APPROVED BY: _____ DATE _____
(authorized signature)