

**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 and 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):

Smart Columbus was awarded an initial contract to help assist the development of the Opportunity Port beta platform, which was completed in December 2020. Given the institutional knowledge Smart Columbus has of the Opportunity Port platform and the short timeline in which the grant funds must be spent and program objectives met, it was decided putting the project management contract out to bid for the rest of the development of Opportunity Port through to launch would cause significant delay thereby hindering the project's ability to serve the residents of Columbus and Franklin County.

3. Informal procedure used:

- ☐ telephone quotations
- ☐ written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

5.

Smart Columbus's service agreements are based on the totals for the development, marketing, and user testing contracts, which were put out to bid via Smart Columbus. These contracts are in various stages of selection and did entail a formal RFP process. Competitive bidding was waived for the service agreement between Columbus City Council and Smart Columbus.

Smart Columbus charges a management fee of 15% per contract. (See service agreement.)

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
