

**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 Vendor's gained knowledge of the Division operations from previous RFQ

2. Informal Bid Procedure used: NO
Detailed explanation of reason (must be completed by division):

In May 2020, the City Auditor's Office - Division of Income Tax, through the utilization of a Request for Proposals process (RFQ015616) received (4) responses for professional services related to the Division's compliance with IRS Publication 1075. In July 2020, the division established a contract with AED Advisers to perform a thorough evaluation of the division's current safeguarding policies and practices in anticipation of IRS on-site review that was conducted in March 2021.

Following the IRS on-site review, the Division is in need of additional professional services to assist with ongoing compliance requirements to complete the correction action plan from the 2021 IRS onsite review and complete ongoing compliance requirements that will assist the City with preparedness for the spring 2024 IRS audit. Additionally, the Division requires assistance during the implementation of the City's new revenue management system to ensure that federal tax information is properly safeguarded during the data conversion and transition processes.

Due to the Division's review of other vendors through the 2020 request for proposals process, AED's gained knowledge of Division operations, and AED's success in evaluation and preparation for the 2021 IRS review, the Division is requesting to waive the request for proposal requirements outlined in Columbus City Code Chapter 329.

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 #: 1410-2021

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
