



MILWAUKEE PUBLIC SCHOOLS

Exception-to-Bid Request Form: Professional Services Contract

Goods

REQUIRED INFORMATION			
Vendor Name:	Milwaukee County Transit System	Vendor No.:	V0133523
Specific Contact at Vendor:	Adam Walters	Email and/or Phone:	awalters@mcts.org 414-343-1705
Contract Term:	July 1, 2019 through June 30, 2020		
Contract Amount:	2,100,000.00	Budget Code:	STP-0-0-TRS-DW-EPPT
Detailed Scope of Services: Purchase of Smart Cards and 1 and 2 ride M-Cards for MPS schools to purchase.			
Requestor:	David Sollk-Fifarek	Ext.:	475-8796
Requestor Signature:		Date:	4/1/19
Chief Signature:		Date:	4/2/19

Email this completed form to procurement@milwaukee.k12.wi.us or olsonkk@milwaukee.k12.wi.us. A specific contact at the vendor is needed so that Contract Compliance Services can contact vendor to discuss any assigned requirements to the contract. Forms not fully completed or without supporting documentation attached will be returned without processing.

Basis for Exception-to-Bid Request:

- One-of-a-kind: There are no available competitive alternative contractors that can provide this service. Supporting documentation must identify the specific features which make the services unique and what market research you have done to validate that no other contractors can provide this service. If applicable, documentation from contractor must also be submitted with this request. This documentation must indicate that contractor owns the copyright/trademark and they are the only source from which MPS can receive the services being requisitioned. (Administrative Policy 3.09(7)(E)(1)(b)(i)).

Continuity: The services must be provided by this contractor for continuity and the quantifiable or qualitative savings can be demonstrated to benefit the District. Includes a vendor returning to complete or modify a previously-begun project. Supporting documentation must identify the contractor's history in the District and explain how savings can be demonstrated. (Administrative Policy 3.09(7)(E)(1)(b)(iv)).

MPS Standard: The services provided by this vendor comply with an established MPS standard. Supporting documentation must identify the standard and how use of this contractor complies with the standard. (Administrative Policy 3.09(7)(E)(1)(b)(v)).

Unique Design: The services must meet quality requirements. Supporting documentation must identify the quality requirement and how use of this contractor complies with the requirement. (Administrative Policy 3.09(7)(E)(1)(b)(vi)).

Delivery Date: This contractor is the only contractor that can meet the necessary delivery requirements. May not be used to justify poor planning. Supporting documentation must identify the other contractors consulted. (Administrative Policy 3.09(7)(E)(1)(b)(vii)).

Grant: This vendor is required to be used for these services, pursuant to an existing grant. Supporting documentation must include the grant papers specifically requiring use of this contractor. (Administrative Policy 3.09(2)(c)).

Emergency Purchase: This vendor is needed to respond to an emergency situation. May not be used to justify poor planning. Supporting documentation must identify the emergency. (Administrative Policy 3.09(14)).

<u>PROCUREMENT DETERMINATION</u>	
<input checked="" type="checkbox"/>	APPROVED
<input type="checkbox"/>	DENIED
<input type="checkbox"/>	Requestor has not met burden of demonstrating that competitive vendors do not exist. Services must be procured through competitive bidding.
<input type="checkbox"/>	Other: _____
Dir., Procurement & Risk Mgmt.: <u><i>Adina D. W. [Signature]</i></u>	

<u>CONTRACT COMPLIANCE (for contracts in excess of \$50,000)</u>	
HUB Participation Requirement:	<u>0</u> %
Student Engagement: Employment	<u>0</u> Hours
Career Awareness	<u>20</u> Hours
HUB Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> EBE <input type="checkbox"/> DBE <input type="checkbox"/> SBA-8A
Comments:	_____
Mgr., Contract Compliance Services	<u><i>Juan A. [Signature]</i></u> <u>4.30.19</u>