

# PROCUREMENT DIVISION

## Non-Competitive Purchase Request Form

### Section A

**Date** 11-20-25

**To** Tyrone White  
(Procurement Division Contact; Phone and Email)

**From** Jennifer McMahon  
(Procurement Liaisons of client departments)

**Subject** Madison AI  
(Contract Number; Title; Term, From - To)

**Due Date** 12-1-25

It is the policy of Cooper City to consistently purchase goods and services using full and open competition. The citizens of Cooper City are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for such course of action must be submitted to the Procurement Division for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Procurement Division does not constitute a recommendation, nor does it imply that such request will be substantiated by the Procurement Division's independent evaluation or authorized to proceed as a non-competitive acquisition.

**Instructions:** Complete and return document, with the appropriate attachments, by the due date to: \_\_\_\_\_

### Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

|   |                                      |   |             |
|---|--------------------------------------|---|-------------|
| Department:   | City Manager's Office                |   |             |
| Project Manager Name:   | Jennifer McMahon                     | Project Manager Phone Number:   | X223        |
| Requisition No.:  |                                      | *Requested Allocation:  |             |
| Proposed Supplier/Vendor:   | Madison AI                           | Requested Contract Term:  | 3 year term |
| Funding Source:   | General Fund - Community Development |   |             |
| Will Federal funds be used to support the requested allocation:<br>Yes ____ No ____ |                                      | Will grant funds be used to support the requested allocation:<br>Yes ____ No ____ |             |
| Previous Contract No.:<br>(if applicable)   | _____                                | Previous Contract Value:<br>(if applicable)                                       | _____       |

\*Allocations may be proportionally adjusted should there be a change to contract term.

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### **Purpose of the Purchase**

Please describe the minimum requirements and the benefits of the non-competitive acquisition.

The municipality seeks to acquire the Madison AI platform to significantly improve operational efficiency, accelerate policy research, and reduce the administrative burden on staff and elected officials. The minimum requirements for the solution are:

**Knowledge Base Integration:** The platform must be able to ingest and securely index the City's institutional documents — including codes, master plans, board meeting minutes, staff reports, agendas, and other public record files — to create a searchable, private knowledge base.

**Madison AI Report Generation:** The solution should automate the drafting of staff reports, procurement requests, planning documents, and similar analyses. The generated drafts must be accurate, cite source documents, and conform to the municipality's standard format and style guides.

**Madison AI** The platform is a chatbot or research agent that staff and elected officials can query (e.g., to look up statutes, policy history, past votes, or board decisions).

The implementation must run on a secure, enterprise-grade infrastructure (such as Microsoft Azure), with strict data protection protocols. The municipality's embeddings, model training, and outputs must be isolated and not shared or used to improve external models.

Madison AI's platform must support multiple pre-built "agents" or workflows tailored to common municipal tasks — e.g., minute drafting, procurement, planning staff reports.

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### **Best Interest of the City/Uniqueness of Product**

Please provide a detailed description as to why a waiver of formal bidding is in the City's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.

Madison AI is designed specifically for local governments. It was co-created with Washoe County, meaning its architecture, workflows, and agents are tailored to government work—not just generic business use.

**Proven Track Record:** Several governments (e.g., Washoe County, City of Reno) already use Madison AI successfully. This reduces risk and ensures the solution has been validated in similar governmental contexts.

**Time and Cost Savings:** Automating staff report writing, research, and meeting minute drafting can free up significant staff time (Madison AI reports saving “5 hours/week” per staff/elected), enabling employees to focus on higher-value tasks.

**Consistency & Institutional Memory:** By centralizing board decisions, policies, statutes, planning documents, and more, Madison AI helps preserve institutional memory and ensures consistency in how staff reports and recommendations are made.

**Reduction in Errors:** Because the AI only uses the municipality's own verified documents and cross-checks citations, there is a lower risk of generating incorrect or non-contextual information.

**Security and Data Ownership:** The data ingested by Madison AI stays within the municipality's controlled environment; Madison AI does not use customer data to train shared, cross-client models.

**Governance & Accountability:** Auto-generated, cited reports and research workflows support transparency for elected officials and streamline staff accountability by directly referencing source materials.

**Rapid ROI:** Given the time savings and productivity gains, the cost of non-competitive procurement is likely justified by operational efficiencies and long-term savings in staff hours and administrative overhead.

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### Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.

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**Proposed Actions**

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

Department Director Name/Initial

**Jennifer McMahon**

Date Approved

Purchasing Name/Initial

Date Approved