

**County of Monterey**  
**General Services- Contracts/Purchasing Division**  
**JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST**

Purchase Requisition Number \_\_\_\_\_ Date 10/26/2017

Description of Item: Implementation and administration of the Safe Parking Program for homeless persons living in their vehicles.

**1. Please indicate the following:**

Procurement:            Goods  
                                  Services

(Check One)

Sole Source: Item is available from one source only. Item is a one-of-a kind and is not sold through distributors. Manufacturer is exclusive distributor.

Sole Brand: Various sources can supply the specified model and brand and competitive bids will be solicited for the requested brand only. Meets form, fit and function- nothing else will do.

Note: Sole Source/Sole Brand Requests are not maintained as a standing request. Each request is for a single one-time purchase only.

**2. Vendor Selection:**

Preferred Vendor  
 Sole Source

Vendor Name: Orphan Productions  
Address: 484B Washington St #113 City: Monterey State: CA 93940  
Phone Number: (843) 323-6927 Fax: \_\_\_\_\_  
Contact Person: Tia Fechter Title: Program Director  
Federal Employer #: 86-1143674

**3. Provide a brief description of the goods/services to be purchased and why this purchase is being proposed under a sole source acquisition.**

**a) Why were product and/or vendor chosen?**

In response to a referral from a member of the Board of Supervisors, a meeting was convened to discuss emergent Safe Parking needs in the County. Several subsequent meetings were held with multiple County departments represented. Because of these discussions, and to avoid imposing hardship on vehicle dwellers; it was recommended that a location for Safe Parking be identified and that a formal solicitation for a service

provider to manage and operate a Safe Parking program in Monterey County be released by the Department of Social Services (DSS).

In August 2017, DSS released Request for Qualifications (RFQ) #10639 to find a qualified vendor to provide the Safe Parking Program. DSS received one response to the RFQ and Pass the Word Ministry was tentatively awarded the contract through this formal solicitation process. In October 2017, Pass the Word Ministry pulled out of negotiation to administer the Safe Parking program.

Orphan Productions has agreed to negotiate with DSS in implementing a Safe Parking program. The founder of Orphan Productions was previously affiliated with Pass the Word and has experience operating a parking program like the model proposed. This experience is vital to successfully implementing the program in the timeframe directed by the Board of Supervisors. The term of operation for this program is December 1, 2017 through November 29, 2018.

- b) What are the unique performance features of the product/brand requested that are not available in any other product/brand? For Services: what unique qualifications, rights, and licenses does the vendor possess to qualify as a sole source/brand request?**

Orphan Productions is the sole provider expressing interest in administering the Safe Parking Program within the allotted time frame. The founder of Orphan Productions has demonstrated experience in working with the Safe Parking program model and working with the population of persons residing in their vehicles. Over the past five years, workers of Orphan Productions have provided oversight work in Monterey County in assisting with the operation of the One Starfish Safe Parking & Supportive Services Program.

- c) Why are these specific features/qualifications required?**

Implementation and operation of Safe Parking program is a time sensitive program which requires high level experience working with the target population. The provider must have the capacity to have the program fully operational on December 1, 2017 providing comprehensive intake, assessment, referral to other community resources, along with providing a safe location for up to 15 vehicles per night.

- d) What other products/services have been examined and/or rejected?**

There are no other providers in Monterey County that offer similar services, have capacity and can begin within the time frame necessary. A formal request for qualifications was published for an operator of the Safe Parking program in August 2017. The provider that was selected withdrew from consideration during the negotiation process. The December 1, 2017 start date does not allow enough time for another formal bidding process to be completed and no other vendors have expressed interest. Since DSS only received a single response to the initial RFQ, from Pass the Word Ministry, it is not expected that any new proposals would be received if a new RFQ were issued.

**e) Why are other sources who provide like goods or services unacceptable (please give a full meaningful explanation)?**

There are extremely limited resources for the homeless population in Monterey County and no other providers have expressed interest in administering and operating a Safe Parking program for homeless persons living in their vehicles. The demands of implementing and operating an overnight parking program will require specific staffing resources, management oversight, and service collaboration to ensure the safety of parking program participants and residents of the surrounding community. Due to the time expended in negotiating with the Pass the Word Ministry, DSS does not have enough time for a new formal bidding process to be completed to meet the Board's recommended timeframe to have the Safe Parking program operational.

**f) What are the unique performance features REQUIRED (not merely preferred), and how would your requirement be inhibited without this particular item or service?**

The contractor must staff and operate a Safe Parking program for residents living in their vehicles within the parking area of the District 4 Supervisor offices located at 2616 First Avenue, Marina, CA. The Safe Parking program will be operated with a safety-first attitude and in complete respect for clients and employees with a start date of December 1, 2017. All participant information will be entered the Homeless Management Information System (HMIS). Contractor shall coordinate for the provision of security during entry into the program, exit from the parking site and at interim times throughout the hours of program operation. The program will operate 12 hours per day seven days a week.

**g) Estimated Costs:**

\$150,000 total for one year of operation, December 1, 2017 through November 30, 2018. County is providing funding to cover the cost of personnel, security, and operating costs.

**4. Is there an unusual or compelling urgency associated with this project?**

- No  
 Yes (Please describe)

Full scale operations of the Safe Parking program must be in place by December 1, 2017.

**THE FOLLOWING TO BE COMPLETED BY THE REQUESTOR**

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I hereby certify that:

1. I am an approved department representative, and am aware of the County's requirements for competitive bidding, as well as the criteria for justification for sole source/brand purchasing.
2. I have gathered the required technical information and have made a concentrated effort to review comparable and/or equal equipment.
3. The information contained herein is complete and accurate.
4. There is justification for sole source/brand purchasing noted above as it meets the County's criteria.
5. A sole source/brand purchase in this case would withstand a possible audit or a vendor's protest.

Margarita Jara  
Requestor's Name and Signature

10/27/2017  
Date

NA  
Branch Deputy Director Signature

\_\_\_\_\_  
Date

Melissa Davis  
Deputy Director, Administrative Services Branch

10/21/17  
Date

[Signature]  
Director, Department of Social Services

11/1/17  
Date

[Signature]  
Monterey County Purchasing Officer

11-3-17  
Date