

**County of Monterey
Contracts/Purchasing Department
JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST**

Purchase Requisition Number: _____ **Date:** 8/27/20

Description of Item: Transition oversight and operations of the "high-risk" Project Roomkey services, which provides non-congregate shelter options for people experiencing homelessness and are at high risk for medical complications were they to become infected from COVID-19 at the Country Inn & Suites in Marina, CA.

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: Coalition of Homeless Services Providers
Address: 1942 Fremont Blvd City: Seaside State: CA
Phone Number: (831) 883-3080 Fax: (831) 883-3085
Contact Person: Roxanne Wilson Title: Executive Officer
Federal Employer #: 77-0381154

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?

The Coalition of Homeless Services Providers (CHSP) is a private non-profit agency comprised of member-agencies that serve homeless individuals and families of all races and ethnicities throughout Monterey and San Benito Counties. The agency's mission is to eliminate homelessness

in Monterey and San Benito Counties by promoting interagency coordination to develop and sustain a comprehensive system of housing and support services designed to maximize the self-sufficiency of individuals and families.

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?

CHSP is the agency designated as the Continuum of Care (CoC) Coordinator for Monterey County as set by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and administered by the U.S. Department of Housing and Urban Development. The CHSP carries out the work of the CoC as directed by the CoC board, known as the Leadership Council. The CHSP has also been designated as the Homeless Management Information System (HMIS) Lead, Coordinated Entry System (CES) operator, CoC Administrative Entity, and the CoC Collaborative Applicant making this organization the central local nonprofit agency that coordinates the work of homeless providers throughout Monterey and San Benito counties.

c) Why are these specific features/qualifications required?

The Purpose of the agreement is to transfer oversight and operations of the ‘high-risk’ Project Roomkey services, which provides non-congregate shelter options for people experiencing homelessness and are at high risk for medical complications were they to become infected from COVID-19 at the Country Inn & Suites in Marina, CA. Due to CHSP’s designation as CoC Coordinator, they are uniquely qualified to coordinate the wide breadth of services necessary to support this high-risk homeless population within the urgent timeframe required.

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

No other services have been considered due to the unique capacity and designation of CHSP within the County. This work may be performed by a subcontractor to CHSP. Contracting with CHSP and their provider network is cost effective for this project.

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

CHSP is Monterey County’s designated Continuum of Care (CoC) Coordinator and lead agency for many of the county’s efforts to address homelessness. Their unique position and ability to coordinate the resources within their provider network for Monterey County cannot be duplicated.

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

Operations of the high-risk population for Project Roomkey must transition to the new provider no later than September 2020. Due to their unique position as CoC Coordinator, CHSP is the only provider able to coordinate the multitude of wrap around services which include program oversight, hotel room management, health services, behavioral health services, transportation,

accommodations for disabilities and access/functional needs, and housing navigation services within the urgent and expedited timeline required.

g) Estimated Costs:

For coordination and services starting September 1, 2020 through December 30, 2020, \$3,601,213.00

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


- No
- Yes (Please describe)

Operations of the high-risk population for Project Roomkey must transition to the new provider as soon as possible.

THE FOLLOWING TO BE COMPLETED BY THE REQUESTOR

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.

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<p>DocuSigned by:  <small>3A6AD809A49C471...</small></p> <hr/> <p>Administrative Services Director</p>	<p>9/4/2020 2:18 PM PDT</p> <hr/> <p>Date</p>
<p>DocuSigned by:  <small>4814F7CD5FC7426...</small></p> <hr/> <p>Authorized Signature by Department Head</p>	<p>9/4/2020 2:34 PM PDT</p> <hr/> <p>Date</p>

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Michael R. Derr
367942E6F649429...

9/4/2020 | 4:40 PM PDT

Contracts/Purchasing Officer

Date

Certificate Of Completion

Envelope Id: E98C355D785A4655AFDA9DB9A370E7EB	Status: Completed
Subject: Please DocuSign: CHSP Project Roomkey Sole Source Justification.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jan Wolf
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	WolfJ@co.monterey.ca.us
	IP Address: 192.92.176.114

Record Tracking

Status: Original	Holder: Jan Wolf	Location: DocuSign
9/4/2020 2:09:34 PM	WolfJ@co.monterey.ca.us	
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Storage Appliance Status: Connected	Pool: Social Services	Location: DocuSign

Signer Events

Lauren Suwansupa
 suwansupal@co.monterey.ca.us
 Security Level: Email, Account Authentication (None)

Signature

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Electronic Record and Signature Disclosure:
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Becky Cromer
 cromerbl@co.monterey.ca.us
 County of Monterey
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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Lori A. Medina
 medinal@co.monterey.ca.us
 Director, Department of Social Services
 Security Level: Email, Account Authentication (None)

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Michael R. Derr
 derrm@co.monterey.ca.us
 Contracts/Purchasing Officer
 County of Monterey
 Security Level: Email, Account Authentication (None)

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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/4/2020 4:39:31 PM
Signing Complete	Security Checked	9/4/2020 4:40:05 PM
Completed	Security Checked	9/4/2020 4:40:05 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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