

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information



Department: 52-Community Services	Org Code: 5210113	
Contact Name: Alisha Bryden	Subsubject: 4300	User Code:
Telephone: 530-642-7317	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: El Dorado Community Foundation	Vendor / Supplier Address: 12 Main St., Suite 201, Placerville, California 95667
Contact Name: William Roby	
Estimated Purchase Price/Contract Amount: \$150,175.85	Vendor / Supplier Email Address: bill@eldoradocf.org
Telephone: 	Fax:

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

El Dorado Community Foundation (EDCF) will furnish the personnel, facility, transportation, supplies, and equipment necessary to provide short-term, congregate and non-congregate emergency shelter to individuals experiencing unsheltered homelessness when weather criteria applies in Placerville, through the operations of an Inclement Weather Lodging Program "IWLP", and will operate a Street Outreach Program to reach unsheltered homeless individuals and connect to needed services in the West Slope of El Dorado County. Per Board of Supervisors Procurement Policy C-17 Section 3.4(2), the competitive bidding process is requested for exemption approval because the Contractor is the sole provider operating a Winter Lodging Shelter Program with connected street outreach services on the West Slope of El Dorado County.

Department Head:	 <small>Olivia Byron-Cooper (Jan 10, 2023 18:57 PST)</small> Signature
Purchasing Agent:	 <small>Michele Weimer (Jan 12, 2023 12:13 PST)</small> Signature

Board of Supervisors:	P&C Assignment:
Date:	Assigned To:
Item:	Date:

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

El Dorado Community Foundation (EDCF) serves as the Housing El Dorado Fund Manager and as such, will execute the resulting Agreement for Services for operations of short-term IWLP and Street Outreach programs in the West Slope of the County of El Dorado (County). Within the County, Housing El Dorado is the only vendor that operates an Emergency Shelter, open to the general public, during the winter months planned for the period of operations. In connection with the IWLP, the Contractor will also provide transportation and street outreach services to homeless clients to transport clients to the IWLP, and to connect Clients to needed housing and homelessness services on the West Slope. Street Outreach services will be provided retroactively as well from December 1, 2022 through February 28, 2023.

2. Provide the background of events leading to this acquisition.

The El Dorado Opportunity Knocks (EDOK) Continuum of Care (CoC) was granted Emergency Solutions Grant Coronavirus (ESG-CV) funding, "to prevent, prepare for, and respond to coronavirus, among individuals/families who are homeless and to support additional homeless assistance and prevention activities." The El Dorado County Health and Human Services Agency (HHS) serves as the Administrative Entity for the EDOK CoC ESG-CV Program, however the EDOK remains the entity accountable for approval of budgets, expenditures, and contracts associated with CoC awarded grant funding. Expenditure deadlines for ESG-CV requires that the County/CoC expend 75% of funds by January 31, 2023. Based on the tight expenditure deadlines, coupled with the Emergency Shelter Crisis Resolution in place in El Dorado County (Resolution 061-2022, File ID 22-0630) and through data gathered from the Homeless Management Information System that suggest 307 persons (59%) face unsheltered homelessness in the County (as of March 2022), the EDOK determined that ESG-CV funds will be sub-awarded to EDCF for the IWLP and Street Outreach programs.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

EDCF is being contracted to provide short-term, congregate and non-congregate emergency shelter via the Inclement Weather Lodging Program ("IWLP") that is operated by Housing El Dorado, in coordination with the Upper Room Dining Hall, and the City of Placerville, to provide critical shelter to individuals experiencing unsheltered homelessness when weather criteria applies (when temperatures is predicted to fall below 35 degrees during dry days, or below 45 degrees on rainy/wet days in Placerville) during the planned operations period in the West Slope of El Dorado County. This IWLP is the only emergency shelter in Placerville that is open to the public during these rainy winter months. Street Outreach is needed to reach unsheltered individuals, to connect homeless residents with transportation to the shelter, and to provide connections to homelessness services and supports. Due to short term need for emergency shelter and given that the Contractor is the only vendor that can provide these services, a non-competitive bid is requested to ensure the provision of services during these Winter months.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

If HHS, as the Administrative Entity for the EDOK CoC, is unable to execute the EDCF Agreement for Services 7189, the EDOK CoC will not have a Contractor to provide emergency shelter during the cold months in Placerville, where temperatures reach freezing conditions. This poses a safety threat to residents in the West Slope of the County that are sleeping outside. Additionally, the County as the Administrative Entity for the EDOK committed to expend awarded ESG-CV grants funds dedicated in this Agreement with the California Department of Housing and Development (HCD), administrator of ESG-CV grant program to ensure that the CoC makes spending progress towards the 75% expenditure deadline. HCD has already approved the County and EDOK CoC to expend ESG-CV funds on this Agreement and authorized the County to submit invoices for reimbursement through March 31, 2023. If the EDCF Agreement is not able to be executed, the County will have to return these unspent funds to the State

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

There was no competitive bid or cost comparison process completed because the Contractor is the only local provider offering winter sheltering to homeless residents located in the West Slope of the County.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

Last year, under Agreement 6366, the County Chief Administrative Offices granted the El Dorado Community Foundation Housing El Dorado Fund \$115,00 in General Funds on January 25, 2022 for 2021/22 seasonal operations of the Incremental Weather Lodging Program ("IWLP") (File ID 22-0166). In comparison, this year's operational costs for the IWLP resulted in less costs per month.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

The cost of the congregate facility was provided by the City of Placerville at no cost to the Contractor to operate the IWLP, therefore, the County experienced cost savings. Grant funding, as opposed to General Funds that were used in last year's winter shelter lodging agreement with EDCF, are being expended on this Agreement. ESG-CV funding dedicated to Agreement 7189 with EDCF must be expended by March 31, 2023 or the ESG-CV funding will have to be returned to the State. The execution of this Agreement 7189 with EDCF will allow the County to expend the grant funds by the expenditure deadlines and will provide valuable shelter and outreach services that protect the safety and well-being of County residents. If the execution of this agreement under a non-competitive bid is not approved, the EDOK CoC will be unable to utilize \$150,175.85 in grant funding to serve this highly vulnerable population during the cold winter months, and the County will return budgeted ESG-CV grant funds to the State.