

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: | Org Code: | |
| 51-Social Services | 5130 | |
| Contact Name: | Subsubject: | User Code: |
| Alexxa Lotze | | |
| Telephone: | Fax: | |
| (530)642-4860 | (530)626-7427 | |


Required Supplier / Vendor Information

| | |
|--|-----------------------------------|
| Vendor / Supplier Name: | Vendor / Supplier Address: |
| Whole Person Learning, Inc. | 11816 Kemper Rd, Auburn, CA 95603 |
| Contact Name: | |
| Christina Nicholson (Co-Director) | Joseph Nicholson (Co-Director) |
| Estimated Purchase Price/Contract Amount: | Vendor / Supplier Email Address: |
| \$149,714.00 | wplcep@pacbell.net |
| Telephone: | Fax: |
| Office: (530)823-2499; Cell: (530)558-5355 | |


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:

The Housing Navigation & Maintenance Program (HNMP) provides services to help young adults who are eighteen (18) through twenty-four (24) years of age, inclusive, to secure and maintain housing by providing housing navigators, with priority given to young adults currently or formerly in the foster care system. The program also provides housing case management which includes essential services in emergency supports for foster youth, preventing young adults from becoming homeless, and improving coordination of services and linkages to key resources in the community. Health and Human Services currently contracts with Whole Person Learning, Inc. for the provision of HNMP services. HHSA originally contracted with Whole Person Learning, Inc. back in 2021 for the provision of HNP services (03/2021-04/2024), which was later replaced by an HNMP contract for HNMP services (11/2023 to current). HHSA has clients receiving services from Whole Person Learning and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults. HHSA respectfully requests a competitive selection waiver for the provision of HNMP services provided by Whole Person Learning, Inc.

Department Head:


Olivia Byron-Cooper (Mar 24, 2025 17:41 PDT)
Signature

Purchasing Agent:


Michele Weimer (Mar 25, 2025 09:40 PDT)
Signature

Board of Supervisors:

| | |
|-------|--|
| Date: | |
| Item: | |

P&C Assignment:

| | |
|--------------|--|
| Assigned To: | |
| 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.)

For the Housing Navigation and Maintenance Program (HNMP), pursuant to Item 2240-103-0001 of Section 2.00 of the Budget Act of 2022 (Chapter 43 of the Statutes of 2022) and Chapter 11.8 (commencing with Section 50811) of Part 2 of Division 31 of the HSC, HCD shall allocate funding to counties for the provision of HNMP services. The program funds housing navigators who will act as a housing specialist to assist young adults with their pursuits of locating available housing and overcoming barriers to locating housing. Housing navigation and maintenance activities may include, but are not limited to: 1) Assisting young adults aged eighteen (18) to twenty-four (24) years of age secure and maintain housing, with priority access given to young adults in the state's foster care system; 2) Providing housing case management which include essential services in emergency supports to foster youth; 3) Preventing young adults from becoming homeless; and 4) Improving coordination of services and linkages to key resources across the community including those from within the child welfare system and the local Continuum of Care. HHSA applies for and receives the HNMP allocation from the California Department of Housing and Community Development (HCD) as part of the Transitional Age Youth (TAY) Program which encompasses programs to prevent homelessness and secure and maintain housing for young adults. HHSA has contracted with Whole Person Learning, Inc. for the provision of HNMP services effective 11/2023. HHSA has determined that the HNMP program and funding is vital to meet the needs of emancipated foster youth in their quest to become self-sufficient. HHSA has clients receiving services from Whole Person Learning for the provision of HNMP services, and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults.

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

01/03/2023: 22-2183 = Resolution #004-2023 Acceptance of CA HCD THP Round 4 & HNMP Round 1 Allocation Award.
12/12/2023: 23-1976 = Resolution #187-2023 Acceptance of CA HCD THP Round 5 & HNMP Round 2 Allocation Award.
12/10/2024: 24-1817 = Resolution #220-2024 Acceptance of CA HCD THP Round 6 & HNMP Round 3 Allocation Award.

11/06/2023: Agreement for Services #8075, Original Agreement, Whole Person Learning, Inc. HNMP
TBD-----: Agreement for Services #8075, 1st Amendment, Whole Person Learning, Inc. HNMP

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

The HNMP program funds housing navigators who will act as a housing specialist to assist young adults with their pursuits of locating available housing and overcoming barriers to locating housing. HHSA has contracted with Whole Person Learning, Inc. for the provision of HNMP services effective 11/2023. HHSA has determined that the HNMP program and funding is vital to meet the needs of emancipated foster youth in their quest to become self-sufficient. HHSA has clients receiving services from Whole Person Learning for the provision of HNMP services, and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults.

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

Disapproval of Amendment I to Agreement for Services #8075 with Whole Person Learning, Inc. will result in disruption of HNMP services currently being provided to emancipated foster youth/HHSA clients and will significantly diminish HHSA's ability to refer future clients for HNMP.

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.)

An effort to identify other goods/services was not performed as HHSA has clients receiving services from Whole Person Learning, Inc. for the provision of HNMP services. Transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults. Additionally, HHSA has determined, in accordance with County Ordinance Section 3.13.030, paragraph (B), that this contract may be awarded to Whole Person Learning, Inc. for HNMP services because they possess specialty skills and qualifications not expressly identified in County classifications that are involved in the performance of the work.

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.)

Whole Person Learning, Inc. charges \$1,527/month for rental only assistance (housing assistance that can be used toward rent, grocery vouchers, utilities, transportation, employment, education, healthcare, etc., and personnel and administrative costs), and they charge \$2,527/month for the total administration of all HNMP services per participant. The average annual salary for a Housing Navigator in the United States is \$35,158/year which is approximately \$2,929.83/month. Given this information, the prices offered by Whole Person Learning, Inc. for these HNMP services appears to be fair and reasonable as the cost of the Housing Navigator alone exceeds what they are charging the county.

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

N/A.