

**CHIEF ADMINISTRATIVE OFFICE**  
**Procurement and Contracts Division**

**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:  
 HHSA Public Housing Authority

Index Code:  
 5210113

Contact Name:  
 Alisha Bryden

Subobject:  
 4300

User Code:

Telephone:  
 530-642-7317

Fax:

**Required Supplier / Vendor Information**

Vendor / Supplier Name:  
 Applied Survey Research, Inc.,

Vendor / Supplier Address:  
 PO Box 1927

Contact Name:  
 Peter Connory

Watsonville, CA 95077

Estimated Purchase Price/Contract Amount:  
 \$130,000

Vendor / Supplier Email Address:  
 connery@appliedsurveyresearch.org

Telephone:  
 (831) 728-1356

Fax:

Provide a brief description of the purchase request, including all goods and/or services the vendor/supplier will provide:

Applied Survey Research, Inc., (ASR) will furnish the personnel and equipment necessary to provide specialized training, guidance, and assistance to the El Dorado County Opportunity Knocks Continuum of Care (CoC), with regard to meeting the U.S. Housing and Urban Development (HUD) requirements for the Bi-Annual Point-in-Time (PIT) Count of unsheltered and sheltered homeless individuals in El Dorado County, and will conduct both the 2023 and 2025 planned PIT counts in all geographic locations in the County. Health and Human Services Agency (HHSA) serves as the Administrative Entity for the EDOK CoC, however the EDOK CoC remains the entity accountable for approval of budgets, expenditures and contracts associated with CoC awarded funding.

Department Head:

  
 Evelyn S. Swisher (Nov 4, 2022 13:59 CDT)

Signature

Purchasing Agent:

  
 Laura Schwartz (Nov 15, 2022 11:19 PST)

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.)

In advance of the 2019 PIT count, the EDOK CoC consulted with HHS Housing and Homeless Services (HHS) and The Center for Common Concerns, Inc., doing business as HomeBase, (a nationwide homeless program consultant contracted with HHS and numerous counties and CoCs for technical assistance), to identify local vendors capable/qualified to conduct the EDOK CoC PIT count activities in compliance with HUD. ASR was identified by Homebase and the EDOK CoC as the only local provider that was qualified to perform the full PIT count scope of work in compliance with HUD requirements. EDOK CoC requested that HHS contract with ASR to conduct the 2019 PIT count in the County. The County Board approved and authorized the Chair to sign Agreement for Services 3736 with ASR for the provision of training and assistance to the EDOK CoC for the 2019 PIT count (Legistar ID 19-1144). This Agreement termed December 31, 2021.

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

As the CoC governing authority, HUD requires local CoCs to conduct a PIT count of homeless individuals who are sheltered in emergency shelter, transitional housing, and Safe Havens, and a biannual PIT count of unsheltered homeless individuals within the local jurisdiction. On July 12, 2022, HHS HHS, on behalf of the EDOK CoC, requested a Request for Proposal (RFP) to solicit a Contractor to provide the staffing, equipment, and expertise required to conduct the EDOK CoC 2023 and 2025 PIT counts, volunteer recruitment and training, data analysis, and HUD report preparation in the County. While this RFP was being developed, HHS HHS further consulted with the EDOK CoC and HomeBase, (still contracted as a homeless technical assistance consultant with HHS), to determine if any new vendors for these services existed. ASR was identified by Homebase and the EDOK CoC as the only local provider that was qualified to perform the full service PIT count scope of work in compliance with HUD requirements.

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

ASR was identified by Homebase and the EDOK CoC as the only local provider that was qualified to perform the full service PIT count scope of work in compliance with HUD requirements and to fulfill the requirements on behalf of the EDOK CoC. Homebase serves as a homeless program expert and technical services provider throughout the U.S. for established CoCs, and has inside knowledge garnered by working with multiple CA counties and CoC jurisdictions. Through their connections and outreach conducted within the homelessness system of care throughout the State and in El Dorado County, the EDOK CoC concluded that ASR was the only PIT count Contractor in the local region qualified to perform PIT count services and provide PIT count training to CoCs. Consequently, ASR was selected by the EDOK CoC to provide these services.

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 ASR Agreement for Services 6846 to conduct the mandated 2023 and 2025 PIT count activities, the EDOK CoC will not have a Contractor to provide the mandated PIT count services for both years. As the EDOK CoC is comprised of volunteer board members and has no paid staff, these mandated PIT count services will not be performed. HHS HHS may be forced to attempt to administer the PIT count activities on behalf of the EDOK CoC, which will result in staffing inadequacies, and may also lead to the EDOK CoC not meeting mandated PIT count survey and reporting obligations with HUD. If the PIT counts for 2023 and 2025 do not get completed, EDOK CoC will be deficient in meeting their required federal HUD obligations, and will risk future HUD funding opportunities.

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.)

HHSA consulted with the EDOK CoC and Homebase to identify other providers that offer PIT count services, and was unable to find any other vendor that provides the full services that ASR provides. The only other vendor even remotely qualified that was identified is already under contract with HHSA to provide limited technical assistance and PIT count software licenses to HHSA. ASR uniquely provides robust assistance (full services), to include the development of comprehensive PIT count and survey methodology, complete PIT count fieldwork, volunteer recruitment and training, complete PIT survey data collection and reporting that meets HUD requirements. Through networking with community partners involved in the County's homeless continuum of care and through seeking guidance Homebase and the EDOK CoC, it was determined that ASR is the only local provider that can provide the full PIT count services and necessary level of support, and quality of deliverables required to support the EDOK CoC in meeting their obligations.

**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.)

A formalized cost comparison process could not be performed since ASR is the only local Contractor that can provide the PIT count services that adhere with HUD guidelines. HHSA, on behalf of EDOK CoC, has contracted with ASR in 2019 to conduct the 2019 PIT count in El Dorado County, and that Agreement had a similar not to exceed budget as the current Agreement. The new ASR Agreement 6846 for the 2023/2025 PIT counts not to exceed total aligns with the budgeted amount that the EDOK CoC prioritized for these services. As the grant funding planned for the ASR Agreement was granted to the EDOK CoC, the EDOK CoC authorized the Agreement total and confirmed that the proposed ASR budget did not exceed the planned expenditure for these services, and determined that the max Agreement total of \$130k was fair and reasonable.

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

The proposed Agreement will ensure continuation of necessary PIT count services and reporting in the County for 2023 and 2025 and will fulfill one of the three components allowed in the County and EDOK CoC's joint awarded HHAP-3 Initial Disbursement Agreement, which is to obtain systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including improved PIT count planning activities. ASR will provide the technical support to accurately complete, analyze, and report 2023 and 2025 PIT count data collected in the County. This PIT data is essential to meeting the EDOK CoC requirements for further HUD funding.