

Single Source Request Form

Requestor Information:

Requestor

Dillon, Carissa

Department

Human Services

Director

Kotze, Alexandra

Funding Information:

Type of Purchase (selected):

Professional Services

Funding Source (check all that apply):**Levy**☒**Federal Funding**☒**State Funds**☐**Other Grant Funds**☐

For SEML and Construction Purchases:

Delivery/Start Date**Completion Date****Quoted Price**

\$275,000.00

Description of service(s) required (For SEML and Construction Purchases):

The Contractor shall provide home delivered meals (Meals on Wheels) and coordination of services to enable senior and other eligible residents within Ramsey County to remain as independent as possible. The Contractor will provide Meals on Wheels to senior and other eligible residents with a choice of hot daily, cold daily or frozen weekly home delivered meals that are culturally or medically tailored to meet recipient preferences, as appropriate. These meals will be delivered by consortium member volunteers to Ramsey County residents. Home delivered meal consortium members must meet the provider qualifications under the MN Department of Human Services' Community-Based Services Manual. Recipients will be screened for public benefits, community resources or other sliding fee options. with the daily hot meal delivery, there is a safety check that will occur by trained volunteers. Home delivered Meals on Wheels coordination of services shall include: a. Central intake, registered dietitian services, network development and promotion, client management system maintenance and development, catering contract management, product management, network meetings, operations manual and policy development, meal invoicing and billing on behalf of all consortium members and referral to other agency and resources, as appropriate b. Outreach - marketing materials, website maintenance, outreach events, health care integration work and other communications to those who tend to be underserved. c. Offer culturally and medically appropriate meal options that are heart healthy (lower fat and salt) and diabetic friendly (carb balanced) and meet the federal Older Americans Act nutritional guidelines, as well as all laws, rules, guidelines, etc. for public food provision. The meal options include Traditional Kosher, Halal, Latin-Inspired, Hmong/Asian- Inspired, Gluten Free, Dairy Free, Vegetarian, Kidney-Friendly (Renal), Mechanically Soft/Pureed and are selected by client. d. Evaluation – client, caregiver, and volunteer satisfaction survey development and coordination, site visits, development of further evaluation techniques. Reporting and outcomes to be coordinated with Ramsey County's Food Security office. e. Resource Development - volunteer recruitment and education, strategic partnership development and referral to Ramsey County benefits and/or other food-related resources f. Administration – contract management, staff and consultant management, preparation of reports, financial management.

For Professional Services or Expenditure Grants:

Contract Term

1 year

Contract Value

\$275,000.00

Description of service(s) required (For Professional Services or Expenditure Grants):

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Proposed Contractor:

Contractor Name	Contractor Address	Contractor Phone
Senior Services Consortium of Ramsey County	1376 Hoyt Ave W St. Paul, MN 55108	651-343-6875
Contractor Email	Contractor Web Address	Contact Name
denise@mealsonwheels-rc.org	https://www.mealsonwheels-rc.org/	Denise Wickiser

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Single Source Justification Category:

- ☐ External funding source pre-selected a service-partner (e.g., legislative mandate)
- ☐ Grant-funded project required identification of contracted partners as a prerequisite for applying and/or receiving funds
- ☐ Competitive solicitation for the specific purchase resulted in no contracts or not enough contracts with qualified contractors
- ☐ Maintenance of proprietary systems or equipment or situations where utilizing a different contractor or product will violate a legal requirement or protection (e.g., warranty)
- ☐ Software license renewals, additions or upgrades available from only one source
- ☐ Brand compatibility available from only one source
- ☒ New contract needed with existing contractor to continue work on a specific, time-sensitive project when replacing the contractor would cause significant and/or costly disruption.
- ☐ Provider of a culturally-specific/responsive service for which a solicitation is unlikely to result in responses
- ☐ The product or service is available from only one source
- ☐ All other situations when reasonable alternatives do not exist.

This single source purchase is justifiable because:

This is the only consortium that offers the depth of variety of vendors, coordination, and the offering of hot daily meals or weekly frozen delivery. Their core service model is using volunteers who do a safety check, feedback loops if meals are not left with a person to make sure people are safe in their homes. The organization delivers about 700 meals a day. Their partners are Wilder, Merrick, Jewish Family Services, Mounds View Schools, Roseville Schools, White Bear Lake Schools, Gladstone and Keystone and these service providers can offer wraparound services and are physically present in the neighborhoods in Ramsey County, knowing specific assets in the community. Currently requesting to a one-year extension so that in 2025 we have adequate time to post a RFP

Contractor Search Information and Results:

- ☐ No search was conducted or necessary. Explain below:

A search was conducted consisting of (check all that apply):

- ☐ Cooperative Purchasing Ventures
- ☐ State of Minnesota Cooperative Contracts
- ☐ Ramsey County Cooperative Contracts
- ☐ CERT Database
- ☐ Other databases (e.g., MNUCP, T/ED/VO)
- ☐ Market research
- ☐ Other contractors contacted
- ☐ Public notice given (e.g., recent solicitation)
- ☐ Other

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If Other is checked, please specify:

Result(s) of search:

No alternatives were deemed acceptable

Explanation:

other providers do not offer hot and frozen options from locally sourced providers

Describe the search that was conducted, if any, and the results of the search:

internet search, title 3 providers

Price (check applicable boxes and provide description below.)

- ☐ Independent estimate
- ☐ Comparison to public sector contract pricing
- ☒ Comparison to previous comparable pricing
- ☐ Discount off published price
- ☐ Market Survey
- ☐ Other

If Other is checked, please specify:

Describe methodology and results:

Board of Commissioner supported this cost and this non-profit is fair and reasonable.

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Department Approval

I certify:

- I have reviewed the information and materials relevant to this purchase of products and/or services and am requesting approval of an exception to the competitive process for the reasons describe.
- The price to be paid to the proposed single source contractor is fair and reasonable.
- To the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate, and no other material fact consideration offered or given has influenced this recommendation for a single source purchase.
- This request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor.

☒ Approved

☐ Declined

Comments:

Director Name

Kotze, Alexandra

Date

2024-07-26

Purchasing and Contracting Team

☒ Approved

☐ Declined

Comments:

Purchasing & Contracting Team

Steven.Kensinger@co.ramsey.mn.us

Date

2024-07-30

Ramsey County Attorney's Office

☒ Approved

☐ Declined

Comments:

RCAO Assistant Attorney

stacey.dandrea@co.ramsey.mn.us

Date

2024-07-30

Single Source Request Form

Job Queue

Job Queue

Completed

Record ID

127