



Ramsey County Single Source or Sole Source Request Form

Definitions

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

Department Section

Department: SSD

Requisition ID: 0000015529

Requestor: TOLULOPE.OJO-FATI

Date: May 9, 2023

Procurement Description: Transportation Services

Contractor Name: 4MATIV

Contract Term (including renewals): 7/1/2023 – 6/30/2028 (three year initial term w/ one 2 year renewal)

Anticipated Contract Value (including renewals): \$600,000

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional Services piloting expanded foster care transportation coordination and logistics services.

3.

Will the purchase be made using grant, state and/or federal funding? No

4.

Describe in detail how this procurement meets either the single source or sole source definition:

The foster transportation services that 4MATIV (Contractor) is offering to provide the County is an extension of the previous phased assessment and pilot project provided to the County for the period 1/1/2021 - 6/30/2023. The current proposal is for services for school years 2023/2024 through 2025/2026, with an option for a two year renewal. The Contractor is proposing to manage both the St. Paul Public School (SPPS) and suburban transportation service for the foster program. This expanded coverage area will give the Contractor the ability to create route-sharing efficiencies resulting from the combined service area.

Over the past 2.5 years the Contractor has successfully partnered with the Social Services Department to identify efficiencies and streamline foster care transportation services. This successful partnership has reduced expenses for the County that far exceeded the cost of the

previous contract. A continued multi-year partnership with 4Mativ is critical to meet the ongoing transportation needs of foster students. The Contractor's coordinated management and geographic expansion of transportation services is projected by the Social Services Department to result in savings to the County that will greatly exceed the added incremental cost of \$5,000 per month compared to the current contract.

Previous work with the Contractor was broken down into three phases. Phase 1: Pre-COVID Efficiency and Capability Assessment of Suburban and Charter School Service. Phase 2: Post-COVID Efficiency and Capability Assessment of Suburban and Charter School Service. Phase 3 Management of Suburban and Charter School Service. In the current phase of the project, the Contractor piloted managing foster transportation for Ramsey's suburban, non-Saint Paul Public School (SPPS) students. This included coordinating the intake of new student assignments of routes and schedules to vendors using a new process it developed and managing communications with vendors, student families, caretakers, county social workers, and schools on a day-to-day basis. The Contractor managed daily and weekly changes, cancellation of routes and student rides, complaints, and incident/emergency response. The Contractor also managed the intake and screening of vendor bills received from bus companies and other transportation providers.

In order to fully leverage the successful partnership that has been developed with the Contractor, the Department would like to enter into a multiyear contract to identify additional efficiencies and continue streamlining the management of the transportation services for the foster transportation program prior to conducting a competitive solicitation.

5.

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

The Contractor was previously selected as single source provider for the previous contract period based on their proposed transportation coordination model patterned after similar services the Contractor provides to school districts in other areas of the country. To provide continuity of current services and further assess the feasibility of expanding the geographic range and scope of services to both the SPPS and suburban school districts, it would be beneficial for the County to pilot the expanded service model for an additional multi-year period prior to conducting a competitive solicitation. As a result of their previous foster transportation analysis, the Contractor has also identified for consideration an innovative payment option to share cost savings with the County.

6.

List previous solicitations and/or contracts for these goods or services:

FASD COVID19-0004 and FASD COVID19-0054: Contracts for transportation management including non-emergency medical transportation of COVID-symptomatic individuals.
SSD0000008202: Single Source Solicitation for School Transportation Analysis resulting in contract SSD 20-076 4MATIV. SSD 22-064 4MATIV: Small purchase contract for specialized foster care child transportation.

7.

Explain how the contractor's cost is fair and reasonable.

The Social Services Department has determined the cost of contracting with 4Mativ at \$10,000 per month is far less than the cost for Ramsey County staff to coordinate and manage the services in-house. The Department has indicated the \$5,000 per month incremental cost increase for managing the expanded foster transportation services for both suburban and SPPS school districts is reasonable given the increased level of services being provided and added cost savings to the County.]

8.

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

9.

Single Source - Obtain any documentation stating the work to be performed, proposal, quote/invoice. Documentation may be attached and forwarded to the Procurement Specialist.

10.

Yes, I certify that, 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 that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: TOLULOPE.OJO-FATI

Date: May 9, 2023

Procurement Specialist Section

- 1. Is there a State Master contract available to CPV members for this purchase? Yes No
- 2. If yes, did the Department consider using the State Master contract? Yes No N/A
- 3. Is this a single source or sole source purchase?

No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

Yes State justification for single source or sole source classification:

This request meets the definition of a single source because having 4MATIV provide additional services based on the experience and knowledge they have gained allows the county to advance important county initiatives while saving the county time and money.

Ramsey County has contracted with 4MATIV since 2021 to identify efficiencies and streamline foster care transportation services. They engaged in a phased assessment and pilot project and would like to extend the final phase in order to combine and extend the services they offered in the previous phases. The proposed contract would involve managing both the St. Paul Public School (SPPS) and suburban transportation services for the County’s foster program. The Department is interested in piloting the final phase of the project for the 2023/2024 through 2025/2026 school year, with the option of extending for an additional two years.

Upon completion of the pilot project, the Department has expressed interest in conducting a competitive solicitation for the purpose of formalizing the pilot project into a permanent program.

The Department has determined that the cost of paying 4MATIV to coordinate and manage the transportation services is significantly less than what it would cost the County to perform the same services in house. Additionally, because 4MATIV is in the midst of their phased pilot project, continuing to work with them prior to going out to bid will save the County significant time and money because of the institutional knowledge and expertise 4MATIV has gained by conducting the pilot.

I agree with the Single Source request.

Yes I certify that, 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 that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Steven Kensinger
Title: Senior Procurement Specialist
Date: May 11, 2023