

## Single Source Request Form

### Requestor Information:

<b>Requestor</b> Murad, Victoria	<b>Department</b> CommCorr/Admin	<b>Director</b> Finstad, Michelle G
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### Funding Information:

**Type of Purchase (selected):**  
Expenditure Grant

**Funding Source (check all that apply):**

<b>Levy</b> <input checked="" type="checkbox"/>	<b>Federal Funding</b> <input type="checkbox"/>	<b>State Funds</b> <input type="checkbox"/>	<b>Other Grant Funds</b> <input type="checkbox"/>
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### For SEML and Construction Purchases:

<b>Delivery/Start Date</b>	<b>Completion Date</b>	<b>Quoted Price</b>
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**Description of service(s) required (For SEML and Construction Purchases):**  
N/A

### For Professional Services or Expenditure Grants:

<b>Contract Term</b> 2 years	<b>Contract Value</b> \$766,000.00
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**Description of service(s) required (For Professional Services or Expenditure Grants):**

A new two-year contract from December 5, 2024 to December 4, 2026 to continue and expand ongoing community programs of youth empowerment in partnership with Youthprise, a non-profit philanthropic intermediary. The current Youthprise contract expires on December 4, 2024. Youthprise is designed to invest in Youth leadership, empowerment and training as well as contributing and disseminating grants to community organizations. This emphasis on Youth is an important and unique aspect and contributes to the effectiveness of Youthprise's approach and methodology. With those goals in mind, Ramsey County is working with Youthprise on a 2024 Request for Proposals (RFP). Overview: Ramsey County, through Youthprise, is seeking proposals from community partners to provide community-based programming for youth as part of a continuum of existing services that focus on strategies to keep youth safely in the community. The purpose of this RFP is to increase the current capacity of programs that provide community-based programming for youth up to age 24 who are under probation supervision in Ramsey County. These services are targeted to medium and high-risk youth and include 1) Mentoring/Individualized Services, 2) Culturally Specific services, 3) Family Mentoring services, 4) System Navigators, and 5) Family Support Group. Community partners may submit a proposal for one or any combination of services sought. In summary, the County encourages community agencies to work collaboratively in response to the 2024 Youthprise RFP Solicitation and envisions Youthprise continuing the effectiveness of its existing programs into 2025 and 2026, while also creating new & innovative partnerships in 2024 and beyond, to enhance current programs to benefit youth, their community and public safety.

### Proposed Contractor:

<b>Contractor Name</b>	<b>Contractor Address</b>	<b>Contractor Phone</b>
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Maurice Nins, Senior  
Grants and Compliance  
Officer

3001 Broadway St. NE Suite #330 Minneapolis, MN  
55413

612-564-4858

**Contractor Email**  
maurice@youthprise.org

**Contractor Web Address**  
<https://youthprise.org/>

**Contact Name**  
Maurice Nins

## Single Source Request Form

### 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:

In addition to receiving funding and an administrative fee for the County's financial contribution (7% up to a maximum of 10%), Youthprise also contributes additional funds for these County programs. This practice will continue with the new proposed contract and is part of Youthprise's demonstrated commitment to deliver effective programming for our clients. Per its current contract (CORJUVDIV2019-4), on page 3: "2.1.6 In Year 1-5 the County will contribute up to \$400,000 per year total. In Year 1 the Contractor will contribute \$0, Year 2 and 3 \$150,000 per year total, and in Year 4 and 5 \$75,000 that may increase to \$150,000 depending on the Contractor's final budget." The current Youthprise contract (CORJUVDIV2019-4) and its programs have broken down significant barriers for organizations that provide community-based services, facilitating greater efficiency and delivery of services to youth and their families and the 2024 RFP will continue to do this. If the County had to choose a new vendor for the administration of these programs it would cause a serious disruption, both programmatically and financially. In summary, the County's ongoing partnership with Youthprise is the best method to continue to deliver effective services for clients. The County's consistent partnership with Youthprise supports the delivery of innovative youth and family-focused, culturally sensitive strategies that are targeted to medium and high-risk youth. These programs have demonstrated that they effectively address key success indicators for youth development and public safety such as education, after school time and positive family support. In addition, we have not been able to find any comparable organization that does what Youthprise as a philanthropic intermediary with its unique emphasis on Youth Leadership. Replacing Youthprise with another vendor would cause a significant and costly disruption, both in terms of successful and cost-efficient programming in assisting and aiding communities through beneficial actions. Therefore, we are requesting this new Youthprise contract be a Single Source contract.

### Contractor Search Information and Results:

- No search was conducted or necessary. Explain below:

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**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

**If Other is checked, please specify:**

Google & Minnesota Council of Non-Profits website

**Result(s) of search:**

No alternatives were deemed acceptable

**Explanation:**

We were not able to find any philanthropic intermediaries or a comparable organization that does what Youthprise does with its unique emphasis on Youth Leadership and philanthropic intermediary.

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

We conducted searches via Google, Duck Duck Go on Microsoft Edge & the Minnesota Council of Non-Profits website. and none of the entities we found either had the same emphasis on youth leadership and engagement that had as their mission to effectively serve communities and justice-involved youth and their families. Rather, there were foundations or organizations that advised donors and foundation on how to choose grant recipients.

**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:**

1. Youthprise RFP 2024 - <https://youthprise.org/ramsey-county-youth-justice-transformation-grant/> 2. Youthprise current contract ( CORJUVDIV2019-4) (attached) 3. Youthprise financial reports – February, March & April 2024 (attached) 4. Youthprise has identified six core capacities that it brings to pathways systems via

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its programming and methodology; specifically with its partnership with the County, that have been effective in achieving successful program delivery to help our clients accomplish their goals and also benefit the community. These six core capacities are: 1. Cross-sector partnerships 2. Community credibility 3. Cross-sector data 4. Program support 5. Policy and funding 6. Equity strategies

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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**

Finstad, Michelle G

**Date**

2024-05-28

### Purchasing and Contracting Team

Approved

Declined

**Comments:**

**Purchasing & Contracting Team**

Steven.Kensinger@co.ramsey.mn.us

**Date**

2024-06-10

### Ramsey County Attorney's Office

Approved

Declined

**Comments:**

I am approving this but have a few follow-up questions. 1. Is this only for 2 years and then the county will either solicit for a new administrator, or, will take this work in-house? 2. Please update the single source request to be for a professional services contract. Since YouthPrise is administering funds, drafting solicitation, overseeing conflict of interest issues and drafting/negotiating grants, there are our contractor, not grantee. 3. I do not believe the correct box was chosen above, I believe this should indicate that the contractor is the only

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available option, not that this is needed for the continuation of specific, time sensitive of services. I read the narrative justification as launching a new process/solicitation.

**RCAO Assistant Attorney**

stacey.dandrea@co.ramsey.mn.us

**Date**

2024-06-12

### Job Queue

**Job Queue**

Completed

**Record ID**

105