

****Exceeds Contract Value Authority****

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: COMGR
Requisition ID: 0000003289
Requestor: ANDREW.GREENLEE
Date: December 20, 2021
Procurement Description: Consulting
Contractor Name: W. Haywood Burns Institute
Contract Term (including renewals): 3 years
Anticipated Contract Value (including renewals): 250,000.00

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional 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 Haywood Burns (BI) Learning Community project is both singular in its relevance and impactful in its product. Through its previous work with Ramsey County, BI has developed a unique process and build impactful relationships to coach government and community leadership around how to transform systems to address structural racism. The process BI offers through the Learning Community has been created through their first cohort with Ramsey County and Lucas County, and is not offered by any other organization locally, nationally, nor globally. BI also has tailored their approach to Ramsey County government and community's nuanced needs in order lead our stakeholders through a journey to think differently about our impact and ownership of government systems. Moreover, their work has led to clear impact, as Ramsey County and other government partners have undertaken and implemented policy initiatives visioned through the Learning

Community Process. Additionally, we have assessed our internal structure and do not have the expertise or capacity to provide these services

5.

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

We have assessed our internal structure and we do not have the expertise and capacity to provide these services. Externally, no other contractors have this expertise and method as the Burns Institute (BI) developed their unique approach through a test pilot with Ramsey County. BI began work in 2006 with the community and is the only organization that has the capacity, knowledge, and expertise to continue this work with Ramsey County.

6.

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

Burns Institute had a previous contract (SJ0000002) and a current contract (COMGR000080) with the County to provide consulting, facilitation, and community engagement for the Transitioning Systems Together division. Both these contracts were done by way of single source request, but the services are not identical to the cohort training services proposed in this single source request.

7.

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

The total cost for this contract is \$200,000 for a two-year relationship. We are adding additional value and allowing for a one-year renewal to the contract to accommodate travel expenses, program delays, and other unanticipated situations. The consultant hourly rate is \$275/hour and travel rate is \$225/hour, which is comparable to other consultant rates that work with the County.

8.

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

9.

Single Source - Obtain documentation from the contractor to supports its claim that they are uniquely qualified for this particular service and 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: Zachary Hylton

Date: January 4, 2022

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: In light of the unique qualifications of Burns Institute, I conclude that this single source request complies with Ramsey County Procurement Policy, along with State and Federal regulations. Having Burns Institute provide these 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.

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: Andrew Greenlee
Title: Senior Procurement Specialist
Date: 1/4/2022