



Ramsey County Single Source or Sole Source Request Form

****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: FASD
Requisition ID: 0000002352
Requestor: TIM.HAMMOND
Date: August 30, 2021
Procurement Description: Basic Sliding Fee Child Care Assistance
Contractor Name: Think Small, Inc.
Contract Term (including renewals): 01/01/2022 to 12/31/2023
Anticipated Contract Value (including renewals): \$1,595,486

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Client Services

3.

Will the purchase be made using grant, state and/or federal funding? Yes

Funding Source: 11102-600401-453101-52201

List all solicitation requirements related to the grant, state and/or federal funding:

Administration of the Basic Sliding Fee (BSF) Child Program and management of its five priority wait lists, coordination of services with the Minnesota Family Investment Program's (MFIP) Child Care Assistance Program (CCAP), knowledgeable about the following state systems: MAXIS, MEC2, and PRAXIS.

4.

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

The county has contracted with this provider for the past 5 years. We plan to contract for same services for at least another 2 years. The provider is uniquely qualified to perform these services. The services are covered by the Ramsey County end of year board resolution, B2020-249.

5.

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

In 2014, Ramsey County FAS (then still a division) conducted a feasibility study to see if it could bring the administration and services of the BSF in-house. The division director and the FAS manager that oversaw Child Care Assistance at that time decided that FAS not only lacked the capacity to do so at that time but also that bringing the program in-house would exceed the 5% administrative cap that the State of Minnesota allows for the BSF.

6.

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

Solicitation options have been discussed with Financial Assistance Services Department (FASD) management. This single source requests continues contracting with Think Small, Inc., which has done the BSF Child Care Program for 14 consecutive years.

7.

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

The annual BSF state allocation percentage to Ramsey County for Calendar Year 2022 for program administration is expected to be \$723,991 and \$738,471 in CY 2023. The agreed upon dollar amounts will be sufficient to fund BSF administration in 2022 and 2023.

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: TIM.HAMMOND

Date: August 30, 2021

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:

The Basic Sliding Fee (BSF) Child Care Program is primarily for working parents. Ramsey County contracts with Think Small to administer this program on behalf of the county because this is a cost-effective approach. Think Small is a Single Source because the organization knows the Minnesota Family Investment Program's (MFIP), Child Care Assistance Program (CCAP), and state systems: MAXIS, MEC2, and PRAXIS, and has been providing satisfactory service to the county and its residents. This is a crucial service for families who depend on it.

This solicitation process is performed in accordance with the County's documented procurement policies and procedures. There is no conflict of interest and it is federally compliant. I concur with this 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: Kyle Rahne, CPPB

Title: Principal Procurement Specialist

Date: September 10, 2021