

****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: HSD

Requisition ID: 0000000014

Requestor: CHAY.DOANGPHOUXAY

Date: January 01, 2022

Procurement Description: Safe Space Emergency Shelter

Contractor Name: Model Cities of St. Paul, Inc.

Contract Term (including renewals): 1 year

Anticipated Contract Value (including renewals): 601,800.00

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? No

4.

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

Model Cities of St. Paul, Inc. is the current vendor operating the Safe Space shelter at 160 East Kellogg Blvd. The current contract started 10/22/2019. Ramsey County approached Model Cities to be the vendor after Catholic Charities declined to renew their contract. Despite their lack of experience in the shelter world, Model Cities stepped up. Model Cities came up with a plan and identified what they felt they needed from Ramsey County and Catholic Charities. Since contract implementation, Model Cities' commitment to learning, growing, and partnering has made a place for itself in the homeless services continuum. They are now integral to the communities' emergency shelter response network-facilitating a tiered referral process in the late afternoon, early evening, and middle of the night. Safe Space now receives approximately 100 daily referrals from: Metro Transit, Catholic Charities' Higher Ground, outreach workers, St. Paul Police Department, Freedom House, local hospitals, and Ramsey,

Hennepin, and Dakota counties. Due to the critical nature of the work of sheltering people experiencing homelessness while also preventing COVID spread and the fact that it was previously difficult to source vendor partners with ability and staffing to do the work, Model Cities' is the current qualified vendor positioned to accept 100 daily emergency referrals. Disruption of service could negatively impact the unsheltered referral system.

5.

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

There are two current agencies who could potentially successfully bid on and operate Safe Space if this becomes a competitive solicitation. Catholic Charities may be interested in this contract because Safe Space is now a year-round shelter provider. However, there are the following factors that they may also consider: Catholic Charities is under new leadership and is still working to keep abreast of the additional services needed to continue their response to COVID, including the challenges with the new Delta variant. The Salvation Army could potentially bid but they are also still busy hiring and on-boarding staff to upstart the shelter at Bethesda.

6.

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

No prior solicitations for this service. First contract was with Catholic Charities at the decision of the *Outside In Committee*, funded by the St. Paul Foundation. Contract was extended for a second year with Ramsey County becoming the primary funder. Current 2-year contract expires on 10/31/2021, is with Model Cities of St. Paul, Inc. (contract also has no option for amendment/renewal), is for \$590,000/year (2021 COLA upped the dollar amount to \$601,800/year) and services have been extended to cover the entire year as well as for an additional 3 hours each day. Model Cities of St. Paul, Inc. now holds the contract because Catholic Charities declined a 3rd year contract/contract amendment citing the hardship of retaining good staff for only the winter cold months.

7.

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

Contractor's costs are fair and reasonable, based on actual costs and anticipated future expenses.

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: Leigh Ann Ahmad

Date: 10/15/2021

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: Since the contractor has provided these services previously, they have the experience and knowledge of the County along with unique talents to allow the County to advance important initiatives while saving time and money. I concur 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: Chay Douangphouxay
Title: Procurement Specialist
Date: October 15, 2021