



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: PH555

Requisition ID: 0000022087

Requestor: JEAN.YEAGER

Date: April 14, 2021

Procurement Description: Technical Assistance for the School Waste Reduction and Recycling Program

Contractor Name: EcoConsilium

Contract Term (including renewals): October 2021 – December 31, 2025

Anticipated Contract Value (including renewals): \$400,000

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:

EcoConsilium offers a full spectrum of waste diversion consulting services and has provided waste reduction, recycling and organics diversion technical assistance to Ramsey and Washington Counties since 2003. EcoConsilium currently holds a contract with Ramsey/Washington Recycling & Energy (R&E) to provide technical assistance for private and small charter schools in Ramsey and Washington Counties. R&E is governed by the joint powers Ramsey/Washington Recycling & Energy Board, which is comprised of commissioners from the two counties. Through R&E, the counties strive to best protect health and the environment to meet the state's 75% recycling goal. R&E views the waste stream as a resource stream and works to extract maximum value from discarded materials.

Through Resolution B2020-116, the Ramsey County Board of Commissioners authorized the current school grant program for the years 2020 and 2021. Due to the COVID-19 pandemic, many of the schools are behind anticipated timelines for recycling related projects as schools were closed for a

good portion of 2020. Public Health plans to request additional authority for the 2022-2023 and 2024-2025 budget periods to ensure there is adequate funding and time for the schools to complete these projects. As the project timelines will be extended, there is need for a new agreement with the contractor to continue providing technical assistance to the schools.

Ramsey County is seeking a single source contract with EcoConsilium to provide the same waste reduction, recycling and organics diversion technical assistance for the remaining schools in Ramsey County that are not serviced under the R&E contract, which includes the public school districts and the larger charter schools. From 2012 to 2020, EcoConsilium provided technical assistance to schools through the Ramsey County Public Entity Innovation grant (PEIG) program. For the period May 1, 2020 through September 30, 2021, EcoConsilium provided technical assistance to schools through a sole source agreement. As there is a need to extend the project timelines, an additional contract with EcoConsilium is necessary to provide for the continuity in the school waste reduction and recycling programing in the schools across the county, and as a cost and time saving measure for the county.

5.

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

Ramsey County currently has a contract with Foth Infrastructure & Environment, LLC for a technical assistance project, with a focus on municipalities, rather than schools. Foth does not provide the type of consulting services that are needed in the schools.

6.

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

There have been no solicitations for these services. On April 16, 2020, a sole source request was approved. Contract PH001058 was entered into with EcoConsilium to provide services through September 30, 2021. There is a need for these services to continue beyond the original authority request.

7.

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

Ramsey County has many contracts with consultants, including Foth Infrastructure & Environment, LLC. EcoConsilium's rates range from \$72 per hour for Recycling/Organics Education consultant to \$128 per hour for a Principal Consultant. Foth's rates range from \$95 to \$158 per hour. Their rate for consultants are approximately \$130 per hour. EcoConsilium's rates are within a similar range of these other consultants. A complete list of EcoConsilium's rates are included in the attached letter.

8.

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

9.

Sole Source - Obtain documentation from the contractor to support its claim that it is the sole source contractor for this particular good or service and their quote. Documentation may be attached or 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: JEAN.YEAGER
Date: April 29, 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:
This single source request will allow for the continuation of the school waste reduction and recycling programing. This program is currently being provided by EcoConsilium. Ramsey County Public Health – Environmental Health would like to keep the program going and provide their own funding with EcoConilium. This solicitation process has occurred in accordance with the County’s documented procurement procedures. There is no conflict of interest; therefore, 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: Karen Bollinger

Title: Principal Procurement Specialist

Date: 5/3/2021