

CITY OF FLAGSTAFF
SOLE SOURCE, PROPRIETARY AND EMERGENCY PROCUREMENT REQUEST
(Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form)

TO: Purchasing Section

PREPARER: Rick Compau **DEPARTMENT/SECTION:** Purchasing

REQUISITION NUMBER: N/A **DATE SUBMITTED:** 8/16/2019

Check one:

X *Is this a sole source procurement?* "Sole Source" is defined as a product or service available from only one known source. Please answer the 4 questions below and attach all documentation and sign.

Is this a proprietary procurement? A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. Please answer the 4 questions below and attach all documentation and sign.

Is this an emergency procurement? "Emergency" is a threat to public health, welfare, or safety. Emergency procurements shall be made with such competition as is practicable under the circumstances. Please answer the 3 questions below and attach all documentation and sign.

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/propriety procurement/emergency) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source, Proprietary or Emergency Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

Sole Source/Proprietary Justification

1. Briefly, what is the scope of the project in which this product or service will be used.

*The City desires to enter into this Agreement to provide **Three Hundred Sixty-Three Thousand Seven Hundred and Fifty Dollars (\$363,750)** in funding to be administered and allocated by United Way of Northern Arizona (UWNA) utilizing a formal application process with various non-profit social service agencies and used exclusively for assisting these non-profit social service agencies located in Flagstaff in providing community health and human services.*

- 1) Identify community health and human services critical needs and opportunities and provide the City funds for them through a fair process.*
- 2) Ensure funds are used effectively and specifically for the intended low- and moderate-income populations.*
- 3) Use City funds to leverage additional resources to provide enhanced and substantially similar benefit.*

4) *Ensure sufficient data collection and reporting is available to document the community benefits and both agency and client eligibility. Provide an annual report to the City including process, methodology, leverage and benefits provided.*

2. **Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?**

UWNA is a local Flagstaff non-profit organization who are able to administer and allocate funding provided by the City to be used exclusively for assisting various social service agencies and programs that provide community health and human services in Flagstaff.

UWNA has the uniqueness, compatibility, staffing and the expertise to provide the services outlined in the scope of work of the contract.

3. **Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.**

Historically, formal competitive Request for Proposals ("RFP") were conducted, with United Way of Northern Arizona always being the only Proposer to respond to the RFP. In June of 2009, Council approved a 3-year service contract, which expired June 30, 2012, with two (2) one (1) year options to extend. The City exercised both extension years, with the last extension expiring on June 30, 2014. Prior to the expiration of this multi-year contract, the Purchasing Section conducted a new formal competitive Request for Proposals with UWNA, once again, submitting the only proposal response. Council approved the 3-year service contract, and subsequent two (2) one (1) year options to extend, with the last extension expiring on June 30, 2019.

In an effort to identify other potential local non-profit agencies in Flagstaff, the Purchasing Section advertised the City's intentions to "sole source" these services on our Planetbids bidding website, with instructions on how to notify the City as a prospective non-profit organization. At the conclusion of this effort, there were no other local Flagstaff non-profit organizations who contacted the City.

4. **What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?**

A total of \$249,688 is the contribution from the City and \$51,062 is the administrative fee paid to UWNA. The administrative fee is based on a percentage of the direct services provided and was determined to be fair and reasonable and in-line with other administrative fees for similar services.

AW Comfan 8/16/19
Authorized Departmental Signature / Date

Purchasing Section Buyer's Signature Date

AW Comfan 8/16/19
Director of Purchasing Signature / Date