



REQUEST FOR SOLE/SINGLE SOURCE

To: Purchasing Department or for use at the Board of Supervisors

*to include in AgendaQuick

From: Elisa Sabatini, Manager of Natural Resources

Reference Number: BOS Agreement #: 20-104 (GSD#: 3703)

Since sole/single source purchasing is an exception to the normal procurement function, it must be objectively justified. Completion of this form should facilitate that process and provide a written record of the basis used in sole procurement decisions. **Completion of this request does not constitute approval.**

Supplier Name:	Consero Solutions
Street Address:	231 "G" Street, Suite 21
City/State/Zip:	Davis, CA 95616
Phone:	916-505-7191
General Description of Commodity or Service requested to be Purchased and its function:	
Work Order Authorization to increase funding in the amount of \$25,000, for a new total of \$75,000, for additional project management and grant writing services for funding emergency drought response and critical infrastructure projects.	

Note: Please use as much space needed to completely answer each question, or attach additional pages.

1) Explain why this is the only product or service that can meet the needs of the Department.

The State released approximately \$500,000,000 in emergency drought response funding in the fall of 2021 to provide immediate support to communities facing water supply challenges. The 2021-22 drought has created significant issues with community drinking water supplies, most notably in Knights Landing, Madison, the town of Yolo, and the Wild Wings community. In addition, individual residential wells are going dry in the central Yolo portion of the County. These funds were made available through the Department of Water Resources (\$200,000,000) and the State Water Resources Control Board (\$200,000,000) with additional programs being released on a regular basis. The first is available available on a "first come, first served" basis and applications may be submitted at any time. The County's Administrator's Office is currently in the process of filling vacant positions and does not have the staffing resources available to adequately respond to these emergency funding opportunities.

Given the extremely short time frame for submission of funding applications and the "first come, first served" methodology being implemented by the State, staff recommended sole sourcing with Consero Solutions, who has performed very similar work for the County in the past, to ensure timely submittal of funding applications.

2) What necessary features does this vendor provide which are not available from other Vendors?

Emergency Drought and COVID Recovery Funding

This vendor has obtained institutional knowledge through past work for the County and is familiar with the water/wastewater agencies within the County, their stakeholders and governance structures, and their immediate needs. This vendor is also familiar with the County's protocols, adopted policies, and strategic plan, thus, ensuring consistency with the County's policies. This vendor also has extensive experience with grant writing and project management for Yolo County projects (most recently, the Yolo Bypass Wildlife Area Drainage Improvement project and the Cache Creek Nature Preserve replacement project) as well as existing relationships with State and Federal agencies. Finally, this vendor has the capacity to assist the County with the compilation and ranking of immediate infrastructure needs, identification of funding sources, and grant writing.

3) Why are these specific features/qualifications required?

The nature of the work performed requires a breadth and depth of knowledge of all aspects of local governance (law and justice, social services, natural resources, recreation, etc) and the ability to react quickly to PSP's put out by the state and federal government. The work also requires an in depth knowledge of Delta related habitat, ecosystem, flood, and adaptive management policies and projects.

4) Why are other sources providing like goods or services unacceptable?

Staff has been unable to identify any other firms that provide similar services on the County's "On call List" and given the extremely short application periods for this emergency funding, staff does not recommend issuing an RFP which would result in a delay of 6-8 weeks.

5) What other products/services have been examined and rejected?

None. (See #4) There were no other vendors identified on the "On-Call List" that provide these services.

6) Will this purchase obligate us to a particular vendor for future purchases?
(Either in terms of maintenance or more "like" items in the future)

No.

7) Explain why the price for this commodity/service is considered to be fair, reasonable, and the best possible price, and explain the negotiation efforts that were taken to obtain this price.

The consultant's rates are competitive and fall on the lower range of what the County typically pays for similar professional services.

8) Explain the impact to the County if the Sole/Single Source justification were not approved.



Emergency Drought and COVID Recovery Funding

If the sole source is not approved staff will issue an RFP for these services, resulting in less funding being available (as funding is first come, first served), and potentially, all available funding being allocated. Infrastructure projects are frequently very expensive, some costing tens of millions of dollars, and \$200,000,000 could be awarded quite quickly depending on the number and type of applications received.

Delta, Flood and Habitat Program Services

Work that is critical to ongoing negotiations (described above) between the Board and state/federal agencies would stall.

I have made a diligent effort to review comparable products or services. I feel confident that the sole/single source purchase is justified and feel confident in explaining the justification to the general public. I hereby certify as to the validity of the information and feel confident this justification for sole/single source would withstand audit or vendor protest.

REQUESTERS NAME	SIGNATURE	DATE
Elisa Sabatini		March 22, 2022
DEPARTMENT HEAD NAME	SIGNATURE	DATE
Jill Perez		3-22-22

Based on the above statements and justification, I hereby agree with the purchase of this product or service on a sole/single source basis.

PURCHASING AGENT SIGNATURE REQUIRED * (NO SIGNATURE REQUIRED FOR BOS CONTRACT APPROVALS)	DATE