OCProcurement

Sole Source Request Form

Sole Source Bidsync # 042-C032791-JB-SS

SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)

Department: Health Care Agency	Date: 9/16/2021
Vendor Name: Kingdom Causes, Inc. dba City Net	Sole Source BidSync Number: 042-C032791-JB-SS

Is the above named vendor a retired employee of the County of Orange? ☐ Yes ☒ No
If "Yes", review and Approval is required from CEO Human Resource Services prior to contract execution.

Contract Term (Dates): October 5, 2021 – June 30, 2022	Is Agreement Grant Funded? ☒ Yes ☐ No Percent Funded: FED: 40%, State: 60% Funding Source: Continuum of Care Planning Grant, HHAP-CoC, Mental Health Services Act	Proprietary? ☐ Yes ☒ No

Contract Amount? $500,000	Is this renewable? If yes, how many years? Yes

Type of Request:
☒ New ☐ Multi-Year ☐ Renewal ☐ Amendment ☐ Increase

Renewal Year: July 1, 2022 – June 30, 2023	Did vendor provide a sole source affidavit? ☐ Yes ☒ No If yes, please attach

Board Date: 10/05/2021	ASR Number: 21-000803	If not scheduled to go to the Board explain why? Not applicable

Does Contract include Non-Standard Language? If yes, explain in detail.
No, this contract does not include non-standard language.

Was Contract Approved by Risk Mgmt.? No, standard insurance terms were utilized.	Was Contract Approved by County Counsel? County Counsel review is pending

Were any exceptions taken? If yes, explain in detail.
No exemptions were taken.

☒ DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.

☐ Solicitation Exemption
(For purchases with special circumstances, and/or when it is determined to be in the best interest of the County.)

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SECTION III – SOLE SOURCE JUSTIFICATION

1. **Provide a description of the type of contract to be established.** *(For example: is the contract a commodity, service, human service, public works, or other – please explain.)* **Attach additional sheet if necessary.**

   This is a professional services contract for the design and implementation of the 2022 Point In Time (PIT) Count. The scope of services for the 2022 PIT Count supports the mandated federal requirement by the U.S. Department of Housing and Urban Development (HUD) for each Continuum of Care (CoC).

2. **Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies.)* **Attach additional sheet if necessary.**

   HUD requires that each CoC conduct a PIT Count of people experiencing unsheltered homelessness biennially. The PIT Count is conducted in accordance with HUD guidelines and is required to capture information about households' demographic information. HUD requires that the count be conducted during the last 10 days in January.

   As the Administrative Entity for the Orange County CoC, Health Care Agency (HCA) has the responsibility to ensure that the PIT Count is conducted in accordance to the HUD guidelines. In 2015 and 2017, the County contracted with 211OC as the lead agency for the PIT count processes. An extrapolation method was used that estimated the number and characteristics of unsheltered homeless persons by utilizing a relatively small survey sample size. For the 2019 PIT Count, the County altered methodology and implemented a comprehensive 2019 count process which enhanced data collection. The 2019 PIT was an actual count that incorporated the use of technology, such as ArcGIS survey mapping, to help identify local "hot spots" (geographical areas where a large number of homeless individuals and families are located) and phone applications to capture demographics and information about the characteristics of unsheltered homeless individuals and families in Orange County. For the 2021 PIT, the Orange County CoC was planning on replicating the upgraded methodology and process of the 2019 PIT count; however due to COVID-19 pandemic HUD provided an exemption to forgo the unsheltered count in order to mitigate unnecessary exposure and spread of COVID-19 illness in the community.

   For the 2022 PIT count process, HCA is seeking to replicate the upgraded methodology and process of the 2019 PIT count and leveraging the work done in preparation of the 2021 PIT that was not conducted. In light of the COVID-19 pandemic and the preventative and mitigating measures needed to limit the spread of COVID-19 in the community, HCA will be monitoring the potential effects on the methodology and process for the 2022 PIT count in consultation with the Public Health Officer. This includes taking into consideration the guidance released by the federal and state governments in regards to the COVID-19. Pandemic.

   Previous Board Action
   ASR#18-000766 - August 28, 2018, Agenda item #29: Contract with Kingdom Causes dba City Net for professional services and technical assistance support for the U.S. Department of Housing and Urban Development Continuum of Care 2019 Point-in-Time Count effective September 1, 2018, through June 30, 2019, in the amount not to exceed $390,000.

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ASR#10-000596 - August 25, 2020, Agenda Item #19: Contract with Kingdom Causes, Inc. dba City Net for provision of professional and technical support services for the U.S. Department of Housing and Urban Development Continuum of Care 2021 Point in Time Count, for the term of September 1, 2020, through June 30, 2021, for an amount not to exceed $460,000.

3. **Explain why the recommended vendor is <u>the only one capable of providing the required services and/or commodities</u>. How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source.** *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.)* **Attach additional sheet if necessary.**

Kingdom Causes, Inc. dba City Net has extensive experience surveying people experiencing unsheltered homelessness. In addition to their work on the Flood Control Channel Engagement Initiative and the Santa Ana Civic Center, City Net has conducted 31 homeless counts from 2016 to 2022, including 18 in Orange County cities, conducted the North Orange County census that covered 12 cities in the North Service Planning Area and served as the PIT Count Project Lead in 2019 and 2021. City Net's unique professional experience meets the need for a successful design and implementation of the 2022 PIT Count. While in the past People for Irvine Community Health dba 2-1-1 Orange County was previously contracted to execute the PIT count process, the data extrapolation methods utilized and their need to contract with an outside consulting agency is not sufficient to meet the County's needs for accurate data compilation.

City Net plays a vital role in the County's efforts to engage individuals and families experiencing homelessness and to build a responsive and effective system of care. As a provider that conducts street outreach in many communities throughout Orange County, City Net is involved in the Orange County Continuum of Care Street Outreach Committee, collaborating and coordinating the street outreach response within Orange County while incorporating evidenced-based practices. Through this, City Net has developed unique knowledge and lasting partnerships they are able to leverage and count on during the planning process and execution of the 2022 PIT count. City Net is the only organization in Orange County that provides the unique technical expertise for the logistical planning, support and implementation that is required of the 2022 PIT Count for the Orange County CoC given their previous contracts with cities, communities and the County to conduct homeless counts. Through the implementation of numerous city-level and regional counts, City Net has been able to gain experience and expertise in the development of maps and hot spot locations through partnerships with law enforcements and other homeless service providers, as well as refining the logistical coordination and deployment of volunteers into the community for the canvasing and surveying of the homeless population.

The Orange County CoC, the County of Orange and cities will all benefit from the 2022 PIT Count design and implementation by City Net, especially as homeless service program funding has recently been allocated based on the number of people experiencing homelessness in the jurisdiction. The 2022 PIT information will provide vital information on demographics and subpopulations of those experiencing homelessness as well as needed information to complete the Consolidated Plan. City Net's unique experience and role in homeless services in Orange County, makes them the only organization that can successfully complete the required PIT count.

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4. **How does recommended vendor's prices or fees compare to the general market? Attach quotes for comparable services or supplies.** **Attach additional sheet if necessary.**

   Based on the Scope of Services, the cost for services are in line with what other CoCs are paying for PIT Count Services. The Los Angeles Homeless Service Authority who oversees the implementation of the PIT Count in Los Angeles County pays approximately $500,000 annually for the design and implementation of the Point In Time, not including expenses related to agency personnel.

   Additionally, based on discussions with other Continuums of Care that participate in the Southern California Alliance of Continuums of Care, changes in methodology, implementation and related costs from previous PIT Count to the 2022 PIT Count are due to the increased preventative measures needed to limit the spread of COVID-19 in the community.

5. **If the recommended vendor was not available, how would the County accomplish this particular task?** **Attach additional sheet if necessary.**

   The County would not be able to implement a countywide homeless count per HUD's guidance given the short timeframe and the labor-intensive preparations and planning that needs to take place. HCA does not have the capacity to complete all the activities as detailed in the Scope of Services due to limited staff and the training and expertise required. This would jeopardize HUD funding that HCA currently has and future grant opportunities from the State

6. **Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.**

   Kingdom Causes, Inc. dba City Net has not had any name change, litigation, or judgements in the last seven (7) years.

7. **If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years?** ☐ **Yes** ☒ **No**

   If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.

   Not applicable.

8. **Explain (in detail) why a request for Solicitation Exemption is needed.** *(Only applicable for Solicitation Exemption)* **Attach additional sheet if necessary.**

   Not applicable.

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SECTION IV – AUTHOR/REQUESTOR

Signature:	Print Name:	Date:
DocuSigned by: Zulima Lundy 7BCA567EE409420...	Zulima Lundy	9/16/2021

SECTION V – CEO Human Resource Services APPROVAL (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name:	Date:

SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE

Signature:	Print Name:	Date:
DocuSigned by: Janinne Boutte 097C8D5AA9AD466...	Janinne Boutte	9/16/2021

SECTION VII – DEPARTMENT HEAD APPROVAL

Signature:	Print Name:	Date:
DocuSigned by: Doug Becht C3F502060A0B46A...	Doug Becht	9/17/2021

SECTION VIII – COUNTY PROCUREMENT OFFICE

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed $250,000, Capitol Assets and services exceeding $75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County's online bidding system.

SOLICITATION EXEMPTION – CEO USE ONLY:

Board of Supervisor Notification Date:	
Comments:	
CPO: ☐Approved ☐Denied	CFO: ☐Approved ☐Denied
CPO Authorized Signature: **Date:**	**CFO Authorized Signature:** **Date:**

Periscope Source

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Release Bid Workflow

```
Name:   Janinne Boutte
Phone:  714-834-5850
Email:  jboutte@ochca.com
Status: Submitter  Sep 17, 2021 12:11:42 PM PDT
```

Bid Information

Bid Number:

042-C032791-JB-SS

Bid Title:

2022 Point In Time Count

Status

Status:

Approved

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Questions? Contact a Periscope Source representative: 800-990-9339 or email: source-support@periscopeholdings.com

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