



## JUSTIFICATION FOR EXCEPTIONS TO COMPETITIVE PROCUREMENT

It is the policy of the Board that the County conduct an open, fair and full competitive solicitation process for the procurement of goods and/or services, with exemptions for certain goods, services and classes of procurement, and case-by-case exceptions, subject to a detailed review and approval process. The residents of Santa Clara County are best served when sound business decisions are made through a full and open competitive bidding processes. There may be certain instances when exceptions are warranted and justifiable. When a County agency/department recommends that competitive bidding is not practicable or in the best interest of the tax payers, appropriate justification supporting an exception must be submitted to the Procurement Department. Should you have any questions, please do not hesitate to contact: Matthew Hada, Director of Procurement at (408) 491-7401.

Date of Submission:	04/14/2023
Submit Document via Requisition	Refer to the <a href="#">Contact and Commodity Assignment List</a> for buyer code guidance.

### SECTION I

Proposed Contractor/ Consultant:	Supportive Housing Services Contractors: Abode Services, Bill Wilson Center, HomeFirst Services of Santa Clara County, and YWCA Golden Gate Silicon Valley.				
Total Estimated Value of the Award:	\$ 30,000,000.00	Start Date:	07/01/2023	End Date:	06/30/2026
Description of Good/Service:	To provide Rapid Rehousing Program (RRH) services including rental assistance and supportive services to homeless households.				
User Budget Unit - Agency/Dept:	0168 - Office of Affordable Housing	Agency/Dept Abbreviation:	CEO		
Name of Requestor:	Trang Ochoa	Phone #:	(408) 278-6426		

### SECTION II

Mark appropriate box for Contract's Signature Authority

<input checked="" type="radio"/>	Board of Supervisors
<input type="radio"/>	Delegated to Department Head or designee
<input type="radio"/>	Director of Procurement

### SECTION III

Pursuant to Board Policy 5.6.5.1 (D)(2), the following are **EXCEPTIONS** to competitive bidding. Select the appropriate exception. *Agencies/ Departments requesting an Exception must provide documentation to establish there is only one source or it is otherwise in the County's best interest to waive the required bidding procedures.*

<input type="radio"/>	<b>Sole Source:</b> Pursuant to Board Policy 5.6.5.1 (D)(2)(a)(i) a Sole Source Procurement is a sourcing method used to procure a service without competition when it has been determined that there is only one source for the required service that is capable of meeting the requirements of the acquisition as defined in the Scope of Work or specification.
<input checked="" type="radio"/>	<b>Single Source:</b> Pursuant to Board Policy 5.6.5.1 (D)(2)(a)(ii) a Single Source Procurement is a sourcing method used to procure a service from one source, without soliciting competition, even though there are other vendors that can provide the service as defined in the scope of work or specification.

## JUSTIFICATION FOR EXCEPTIONS TO COMPETITIVE PROCUREMENT

### SECTION III (cont.)

<input type="radio"/>	<b>Patent Rights:</b> Pursuant to Board Policy 5.6.5.1(D)(2)(b), competition is precluded because of the existence of patent rights, copyrights, secret processes, control of the basic raw material(s) or similar circumstances, and there is no equivalent item or service.	
<input type="radio"/>	<b>Absolute Compatibility:</b> Pursuant to Board Policy 5.6.5.1(D)(2)(c), the following are Exceptions to Competitive Procurement for Goods/Professional Services. Select the appropriate exception:	
	<input type="checkbox"/>	(i) Replacement parts or components for equipment – performs the same function in the equipment.
	<input type="checkbox"/>	(ii) Replacement parts or components for equipment – prevent compromise of safety or reliability of product or void or invalidate manufacturer’s warranty or guarantee.
	<input type="checkbox"/>	(iii) Upgrades, enhancement or additions to hardware or software - compatibility

### SECTION IV

**PURPOSE OF THE PURCHASE** - Please describe the minimum requirements and the benefits of making the acquisition.

The Santa Clara County, Office of Supportive Housing (OSH) has a need to provide rapid rehousing services (RRH) to homeless households (including, but not limited to populations such as families with children, youth, veterans, individuals and those fleeing domestic violence) who are identified through the Coordinated Entry System as needing time limited housing assistance and supportive services to exit homelessness. RRH programs are a supportive housing intervention tailored to households who have the ability to earn sufficient income to afford housing without a subsidy in the long term. Key service components of an RRH program are housing identification and placement, short term and/or declining rent subsidy, other temporary financial assistance, and time-limited case management.

The OSH established the 2020-2025 Community Plan to End Homelessness that serves as a road map to ending homelessness in Santa Clara County. RRH is a permanent housing intervention that is part of the Supportive Housing System goal to house 20,000 people by 2025. This request would benefit the County in order to maintain continuity in the existing RRH services provided by Abode Services, Bill Wilson Center, HomeFirst Services of Santa Clara County and YWCA Golden Gate Silicon Valley. Abode Services, Bill Wilson Center, HomeFirst Services of Santa Clara County, and YWCA Golden Gate Silicon Valley were the four contractors selected as the result of RFP-FY17-OSH-0006, issued December 5, 2016.

These contractors were selected as the result of RFP-FY17-OSH-0006 and have extensive experience in RRH in order to reduce the amount of time a household experiences homelessness, preventing returns to homelessness, and achieving housing stability in the long-term. Additionally, OSH is working to restructure the RRH services through a release of a competitive solicitation in order to better meet the needs of the homeless households and to meet on-going funding requirements. However, until the release of the solicitation, it is best to keep the existing contractors in place to minimize the disruption of services to the vulnerable households.

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### SECTION V

**MARKET RESEARCH** - Please describe your market research and the results thereof. This should include a description of similar sources or products available in the market, if any, and why they are not acceptable.

Through market research, OSH recognizes that there are additional agencies that would be able to provide RRH services to homeless households. However, due to the limited funding available and the extensive experience of the current contractors in RRH services, they've been able to reduce the amount of time a household experiences homelessness, prevented returns to homelessness, and achieved housing stability in the long-term. The OSH is working to restructure the RRH services through a release of a competitive solicitation in order to better meet the needs of the homeless households and to meet on-going funding requirements. However, until the release of the solicitation, it is best to keep the existing contractors in place to minimize the disruption of services to the vulnerable households.

The RRH Programs currently has an annual budget of approximately \$30 million from various local, State and Federal funding sources that comprises of complex requirements. These requirements require contractors with experience and expertise on the administration of such funds. Below are the current contractors and the current funding for RRH Programs in FY23:

- 1) Abode Services - approximately \$20 million.
- 2) Bill Wilson Center - approximately \$3 million.
- 3) HomeFirst Services of Santa Clara County - approximately \$4.5 million.
- 4) YWCA Golden Gate Silicon Valley - approximately \$2.3 million.

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### SECTION VI

**BEST INTEREST OF THE COUNTY** – Please provide a detailed description as to why a waiver of formal bidding is in the County’s best interest (e.g. product standardization, compatibility, proprietary access or distributorship and the consequences of not doing so. NOTE: A lack of advance planning, loss of funding, or insufficient time are not an acceptable justification for exceptions.)

A Single Source exception is in the County's best interest for the following reasons:

- 1) Abode Services, Bill Wilson Center, HomeFirst Services of Santa Clara County, and YWCA Golden Gate Silicon Valley have successfully completed the competitive procurement process and were selected via RFP-FY17-OSH-0006 and since then have gained extensive experience in RRH Programs.
- 2) RRH programs contribute to reducing the time individuals and families experience homelessness and increase their self-sufficiency and long-term housing stability.
- 3) With additional time, a more comprehensive competitive solicitation will include improvements to better meet funding requirements and overall quality of services as the needs of the population continue to evolve.
- 4) The additional time will ensure there is not a disruption to the existing RRH Program services, thus not impacting vulnerable households.

### SECTION VII

**FUTURE PLANS** - Please describe the actions the department/agency will take to overcome the present barriers to competition prior to any future purchases of this product or service if this exception is approved.

The needs of RRH Programs have significantly changed since the last RFP that was released in 2016. The OSH is working to release a competitive solicitation that will be more comprehensive and a better reflection of what RRH needs are today. This solicitation will include changes to the program structure to better align with funding requirements and improve the quality of services provided to the homeless households. As part of the restructuring, the OSH has worked to identify site-based affordable units that will assist with quickly housing homeless households in a very challenging and expensive housing market. All of these changes take time and require a thoughtful solicitation process that will ensure that the most experienced vendors will be selected for a wide array of RRH services. The OSH intends to release the solicitation in FY24 and to complete negotiations by or before June 30, 2026.



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### SECTION VIII

**SCOPE OF WORK/SPECIFICATIONS** - Please provide all scopes of work or stated specifications. Use an attachment for additional pages. SOW must include these elements: Objective (well-defined, quantifiable expected results include any significant deliverables & milestones) and Scope (what the work should or should not include; brief description of services desired; location of work). Do not include contract language vendor information or pricing.

#### I. Description of Services and Goals:

A. Rapid rehousing programs help individuals and families to quickly exit homelessness by getting them housed. RRH have three main components: housing search, rental assistance and case management services. RRH programs help households to find appropriate rental housing. They also help the households to solve some of the common hurdles faced in finding housing. In addition, rapid rehousing programs help individuals and families pay for housing for a short period of time that enables them to move quickly out of homelessness and stabilize in permanent housing.

B. Rapid Rehousing programs also connect people to services such as employment counseling and job trainings that help them retain their housing in the long term.

#### II. Scope of Work

##### A. Assessment and Planning:

1. Conduct assessments to identify and self-sufficiency needs;
2. Develop client-centered service plans to obtain and retain housing.

##### B. Housing Attainment and Retention:


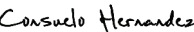
1. Help clients obtain and maintain housing by assisting with rental application processes, appeals, and making referrals to services that would facilitate tenancy (e.g., financial education programs for those who have been accepted on a credit appeal);
2. Assist clients with their move-ins, including coordinating furniture and move-in kits;
3. Prior to and during tenancy, provide clients with the skills/knowledge that are necessary to be successful tenants;
4. Mediate disputes between the participant, property management and/or other residents; and
5. Respond to crises identified by the client, the property management/owner, or other persons (as appropriate) within one (1) business day.

##### C. Income and Other Supportive Services:

1. Help clients access employment services, job training, and/or volunteering opportunities;
2. Assist clients in applying for eligible assistance programs, including but not limited to, benefits, entitlement programs assistance, and utilities discounts;
3. Identify, encourage, and help clients connect to social support networks; and
4. Assist clients with transportation needs.

## JUSTIFICATION FOR EXCEPTIONS TO COMPETITIVE PROCUREMENT

### SECTION IX

Requesting Agency/Department Contracts Manager:	Print Name: <b>Emee Banico</b>
	Signature: <small>DocuSigned by:</small>  <small>27D96B61D5FC472...</small>
	Phone: 408-326-1142
	Email: emee.banico@ceo.sccgov.org
Requesting Agency/Department Director:	Print Name: <b>Consuelo Hernandez</b>
	Signature: <small>DocuSigned by:</small>  <small>7B3319C0D83D4AC...</small>


### SECTION X

#### Decision and Required Steps Following Decision (to be completed by OCCM or Procurement)

<input type="radio"/>	Approved	<input checked="" type="radio"/>	Attach to Legislative File
		<input type="radio"/>	Attach to Delegation of Authority Coversheet
		<input type="radio"/>	Attach to Service Agreement Checklist
		<input type="radio"/>	Attach to PO/Contract File
<input checked="" type="radio"/>	Approved with Conditions	Comments:  This Single Source Request is approved for contract terms till 6/30/2026. A solicitation will be conducted before the contracts expire.	
<input type="radio"/>	Additional Information Required	Comments:	
<input type="radio"/>	Denied with Recommended Action	Comments:	

### SECTION XI

#### Office of Countywide Contracting Management/Procurement Department Signature

<small>DocuSigned by:</small>  <small>CEA090A27EB84EA...</small>	Date: 4/20/2023
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