



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.

The Department requests for itself, and authorized contracted providers, Homeless Management Information System (HMIS) services including: user licenses , user training, new project consultation, HMIS setup, data monitoring, analysis, consulting, and technical support.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Contact: Marcella Lopez-Schmidt Phone: (559) 513-9478 Email: mlopez-schmidt@fresnohousing.org
Housing Authority of the City of Fresno
1331 Fulton Mall, Fresno CA, 93721

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The fee-for-service agreement has a \$235,000 maximum compensation for the period of July 1, 2025 to June 30, 2030.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

The United States Department of Housing and Urban Development requires a single entity to provide and oversee a single HMIS for a continuum of care and for the Fresno Madera Continuum of Care (FMCoC) region, that entity is the Housing Authority of the City of Fresno (Housing Authority). The Housing Authority is the official Administrator for HMIS and the only entity authorized to make data architecture changes to the HMIS used to coordinate homeless data throughout the FMCoC. For these reasons, an agreement for HMIS services can only be entered into with the Housing Authority.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

The use of HMIS is required by the County's Homeless services revenue agreements. Homeless project funding, administered by the County's Department of Social Services (Department) requires specific data elements to be captured in order to facilitate coordinated entry, track services provided, and report on project outcomes.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

The Department has confirmed with the FMCoC that the Housing Authority is the designated HMIS entity for the FMCoC and local jurisdictions.

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Requested By:

Staff Analyst

Title

[\[✕ Sign\]](#) Double click!

I approve this request to sole source for the service(s) and/or product(s) identified herein.

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Department Head Signature

[\[✕ Sign\]](#) Double click!

