



Sole Source Acquisition Request

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

The Department of Social Services is seeking supplies and equipment to assist families fleeing domestic violence during the COVID-19 pandemic. These include touchless body temperature scanners; janitorial supplies and services; linens, towels, and comforters; personal protective equipment (PPE) for clients; face shields and masks for staff; hospital grade purifiers; food supplies (to-go containers); computers for client use; and a vehicle for client transportation.

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

Marjaree Mason Center Inc. (MMC)
1600 M Street, Fresno, CA 93721
Nicole Linder
(559) 237-4706
nicole@mmcenter.org

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 total cost is \$88,600. There are no renewal terms.

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

MMC is the sole provider of emergency safe shelter services for those fleeing domestic violence in the Fresno area. Supplies and services requested would allow MMC to provide safe shelter services in a hygienic and sanitary environment, with enhanced cleaning, PPE, and janitorial services. Computers will allow for clients' improved access to remote services which are necessary during the pandemic. Additionally, a vehicle will provide needed transportation for safe house guests. MMC is the only provider of emergency safe shelter services in the local area and would allow for funds to be used within grant guidelines and in an expedient manner.

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

Pandemic-related supplies and equipment are essential to the Department as they will allow MMC to continue to serve its population of individuals and families fleeing domestic violence in a clean and sanitary shelter environment. Funding the recommended agreement will allow those sheltering in MMC's emergency safe house access to cleaning supplies, services, and equipment that are necessary as the COVID-19 pandemic continues. Additionally, use of the funds within grant timelines will allow the Department to comply with the State directive for the use of Homeless Emergency Aid Program (HEAP) funds by the expenditure deadline.

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.

HEAP funds must be awarded to agencies that participate in the Fresno Madera Continuum of Care (FMCoC). The Department requested proposals from other agencies in the FMCoC for potential uses of the funds by the HEAP expenditure deadline. MMC was one of two respondents. MMC is the sole provider of emergency safe shelter housing for those fleeing domestic violence in the Fresno area. It is necessary to contract with MMC in order to procure supplies and equipment within State expenditure deadlines.

Requested By:

Title

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

dneira 3/23/2021 12:38:47 PM

Department Head Signature

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Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!