



DATE: June 29, 2018

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: Kimm Campbell, Human Services Division Director

FROM: Mandy Wells, Community Partnerships Division Director

PROJECT TITLE: Crisis Stabilization Services

REQUISITION NO.

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

Henderson Behavioral Health provides Crisis Screening and Stabilization Services to indigent adults meeting voluntary or involuntary intervention for mental illness under Florida Statute, Chapter 394 Mental Health Part 1. The Crisis Screening and Stabilization Unit (CSU) is the only 23-bed licensed psychiatric inpatient stabilization unit, in Broward County, that provides screening, assessment, treatment and stabilization of those individuals experiencing a severe emotional or psychiatric crisis who require a more restrictive setting. To ensure this critical service is available to the community, the County has funded services previously through our Request for Proposals (RFP) process. The current agreement with Henderson Behavioral Health, Inc., in the amount of \$531,000.00, will expire on September 30, 2018. However, given that Henderson is the sole provider of a non-profit CSU, we are seeking designation of sole reasonable source.

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.
- Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- Complies with existing community and safety standards, and/or laws, rules, and regulations.
- Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

Broward Behavioral Health Coalition (BBHC), an active Florida Non-Profit Corporation, designated by the Department of Children and Families (DCF) as the managing entity to approve Public Crisis Stabilization/Baker Act Receiving Facilities, in Broward County. HBH is the only provider approved by BBHC in Broward to provide these services to the indigent population. HBH is entered into an agreement with BBHC effective July 1, 2018. As of the date of this memorandum, the agreement has not yet been fully executed, but a copy will be forwarded upon receipt along with a letter validating the designation of HBH as a CSU will be provided to Purchasing.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$531,000.00 Contract length (if applicable): 5 years

Expenses to date: N/A

Has this commodity or service been previously provided to the County? Yes No

If yes, when and by whom? From 10/01/2015 to 9/30/2018 by Henderson Behavioral Health, Inc.

How was item/service procured? Competitive bid

What is the current contract (MA) or purchase order number?

If this is a sole brand, is there an "authorized" dealers list? Yes No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

The Broward Behavioral Health Coalition (BBHC) has been granted the authority through the State of Florida Department of Children and Families (DCF) to contract with mental health providers for the purposes of providing temporary residential placement to individuals who are in crisis and have been deemed a danger to themselves or others.

Because Henderson is the sole non-profit provider authorized through BBHC to provide these services throughout Broward County, the County is unable to utilize a different provider for Crisis Stabilization services. Additionally, the current Provider has a clear understanding of the population being served and maintaining this relationship would allow for the continuity of services and prevent any possible lapse.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Mandy Wells

Mandy Wells Digitally signed by Mandy Wells
Date: 2018.06.29 14:43:41 -04'00'

June 29, 2018

REQUESTOR/EVALUATOR (PRINT)

REQUESTOR/EVALUATOR (SIGN)

DATE

Kimm Campbell

Kimm Campbell

7/3/18

DEPT/DIV DIRECTOR OR
DESIGNEE (PRINT)

DEPT/DIV DIRECTOR OR DESIGNEE
(SIGN)

DATE

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

Sole Source Sole Brand Reasonable Source RFI attached Rejected

Request Authorization to Negotiate

Additional Information:

Per the Broward Behavioral Health Coalition, Henderson Behavioral Health, Inc., is the only provider with a Crisis Stabilization Unit in Broward County.

Purchasing Agent Signature: **AMY
ALMANZAR**

Digitally signed by AMY ALMANZAR
DN: dc=cty, dc=broward, dc=bc,
ou=Organization, ou=BCC, ou=PU,
ou=Users, cn=AMY ALMANZAR
Date: 2018.07.26 09:51:37 -04'00'

Date: 7/26/18

Reviewed by Purchasing Manager:

ccalhoun@broward.org

Digitally signed by ccalhoun@broward.org
DN: cn=ccalhoun@broward.org
Date: 2018.07.26 10:25:09 -04'00'

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED):

[Empty box for approval authority and suggested action]

Signature: **BRENDA BILLINGSLEY**

Digitally signed by BRENDA BILLINGSLEY
DN: dc=cty, dc=broward, dc=bc, ou=Organization,
ou=BCC, ou=PU, ou=Users, cn=BRENDA BILLINGSLEY
Date: 2018.08.02 15:22:54 -04'00'

Date:



3521 West Broward Blvd. Suite 206, Lauderhill, FL 33312 | (954) 622-8121 | www.bbhcflorida.org

July 2, 2018

RE: Henderson Behavioral Health, Inc.

To Whom It May Concern

This letter has been written to confirm that Henderson Behavioral Health, Inc., is the only provider with a Crisis Stabilization Unit in Broward County. No other network provider provides such psychiatric crisis services.

Henderson's Crisis Stabilization Unit (CSU) provides short-term, intensive, inpatient treatment and stabilization.

If you desire additional information, please contact me at 954-622-8121, or by e-mail, silvia.quintana@browardbehavioralhc.org.

Sincerely,

A handwritten signature in blue ink that reads "Silvia M. Quintana". The signature is written in a cursive style.

Silvia Quintana
Chief Executive Officer