



DATE: June 21, 2018

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: Kimm Campbell, Director, Human Services Department

FROM: Mandy Wells, Director, Community Partnerships Division

PROJECT TITLE: Domestic Violence Emergency Shelter and Supportive Services

REQUISITION NO.

## SOLE SOURCE/SOLE BRAND REQUEST

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

**RESPONSE:** Domestic Violence Emergency Shelters provide a temporary or transitional place to stay for homeless individuals and/or families who are fleeing domestic violence. In support of the Broward County Board of County Commissioners (BOCC) value of "Approaching human services collaboratively and compassionately with special emphasis on the most vulnerable," and the goal to "Collaborate with public and private partners to find creative, equitable, and responsible solutions to systemic community problems, especially housing for persons experiencing, or at risk of, homelessness", specifically shelter/housing for persons fleeing domestic violence.

Broward County Human Services Department/Community Partnerships Division/Homeless Initiative Partnership currently contracts with Women in Distress of Broward County, Inc. (WID) via Agreement No. 17-CP-HIP-8219-01 for the provision of Domestic Violence Shelter and Supportive Services for victims of domestic violence. These services were procured in FY2016 via Human Services Department Request for Proposal (RFP) FY17 CPD\_GS. WID was the only applicant for Domestic Violence Shelter and Supportive Services in response to the FY17 CPD\_GS RFP. Additionally, according to the Department of Children and Families Domestic Violence Programs Website at: <http://www.myflfamilies.com/service-programs/domestic-violence> and Florida Coalition Against Domestic Violence Website at: <https://www.fcadv.org/centers>, pursuant to Florida Statute 39.905, WID is the sole provider of Florida certified domestic violence center services in Broward County. Therefore, it is the only credentialed agency in Broward County capable of providing certified domestic violence center emergency shelter, advocacy, children's program, community education, crisis counseling, case management, service management, safety planning, information and referral services to Broward County residents. Upon approval this Sole Source designation request, and with approval by the Board of County Commissioners (BOCC), HSD/CPD/HIP will proceed with executing the BOCC approved Unit of Service (two-party) Agreement with WID.

### 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:

Women in Distress of Broward County, Inc. (WID) is an active, verified 501 (c)(3) organization under the United States Internal Revenue Code. Pursuant to the Department of Children and Families Domestic Violence Programs Website at: <http://www.myflfamilies.com/service-programs/domestic-violence> and Florida Coalition Against Domestic Violence Website at: <https://www.fcadv.org/centers>, pursuant to Florida Statute 39.905, WID is the only certified Domestic Violence Center organization in Broward County with the credentials and resources to provide emergency shelter and supportive services for persons experiencing homelessness as a result of fleeing domestic violence.

**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:

WID provides State certified emergency domestic violence shelter and supportive services to individuals and families experiencing homelessness as a result of fleeing domestic violence. As WID is the only state certified domestic violence center in Broward County, these state certified domestic violence shelter and services are not available and are not provided by any other agencies in Broward County to residents.. There is no competition.

Broward County Procurement Code 21.6.b Application to Procurement: This code shall apply to every Procurement of the Board of County Commissioners irrespective of the source of the funds, including federal assistance monies except as otherwise specified in Section 21.18; except that this code shall not apply to either grants, agreements of any nature or contracts between the County and qualified, eligible nonprofit grantees under Section 501 of the Internal Revenue Code or other governments.

**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: \$146,064                      Contract length (if applicable): One Year with two (1) year option periods

Expenses to date: \$43,784

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

If yes, when and by whom? October 1, 2017 - September 30, 2018 by Women in Distress of Broward County

How was item/service procured? Competitive bid

What is the current contract (MA) or purchase order number? 17-CP-HIP-8219-01, FY17 CPD\_GS

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

There are no alternative State Certified Domestic Violence Center providers in Broward County. Women in Distress of Broward County, Inc. is the only one. The Sole Source designation saves staff time and resources in the procurement process. Additionally, utilizing a State Certified Domestic Violence Center to provide domestic violence shelter and supportive services to individuals and families experiencing homelessness as a result of fleeing domestic violence reduces County's liability as compared to shelter and services being provided by an uncertified domestic violence center provider.

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	SILVIA BEEBE	<small>Digitally signed by SILVIA BEEBE Date: 2018.07.27 14:38:45 -0400</small>	July 27, 2018
REQUESTOR/EVALUATOR (PRINT)	REQUESTOR/EVALUATOR (SIGN)		DATE
Kimm Campbell	KIMM CAMPBELL	<small>Digitally signed by KIMM CAMPBELL Date: 2018.07.27 14:38:45 -0400</small>	
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 Florida Coalition Against Domestic Violence the only Florida certified domestic violence center in Broward County is Women In Distress of Broward County

Purchasing Agent Signature **AMY ALMANZAR** Digitally signed by AMY ALMANZAR  
DN: cn=amy.almanzar@broward.org,  
ou=Procurement, ou=BROWARD COUNTY  
FLORIDA Date: 7/27/18

**APPROVAL AUTHORITY**  
REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature: **ccalhoun@broward.org** Digitally signed by ccalhoun@broward.org  
DN: cn=ccalhoun@broward.org  
Date: 2018.07.27 14:38:45 -0400 Date:

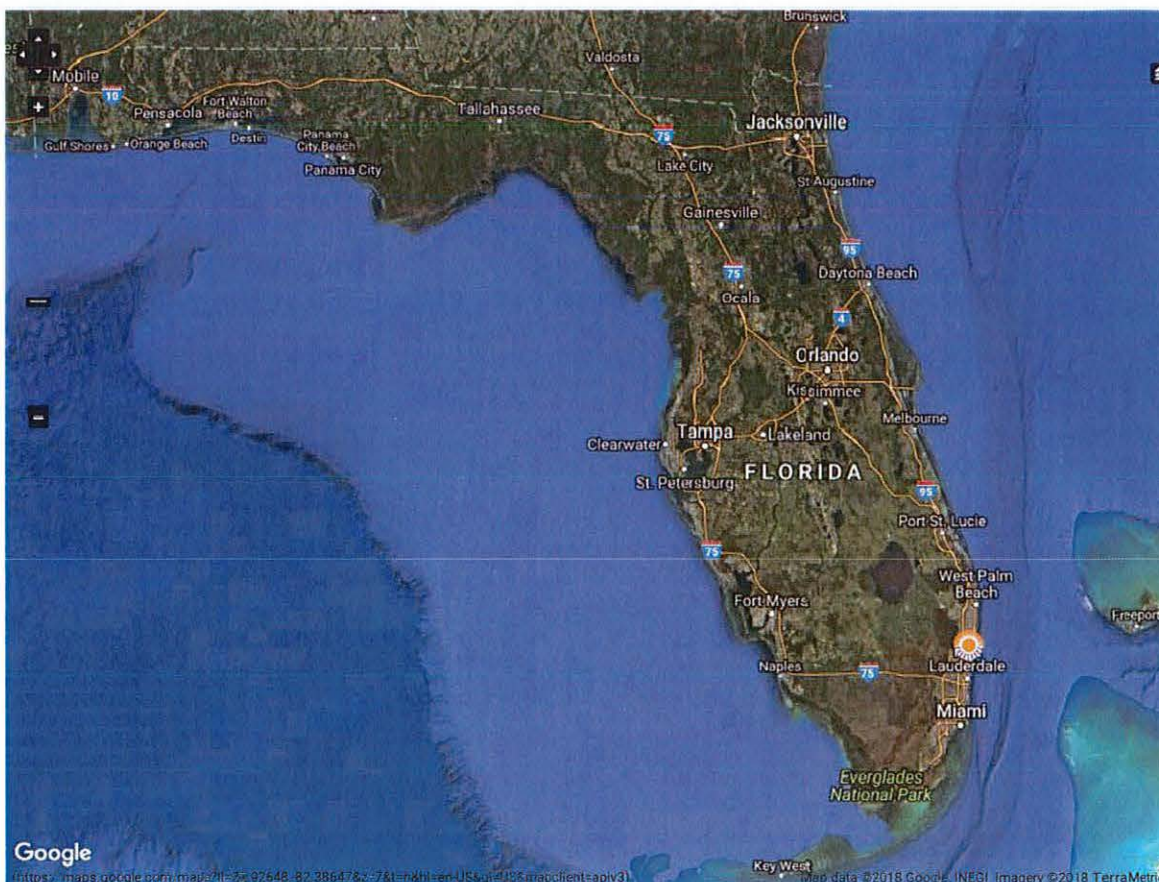
## LOCAL CENTER SERVICES

If you need immediate assistance regarding the certified domestic violence centers and statewide resources, please call the Florida Domestic Violence Hotline at 1-800-500-1119. For more information on the Florida Domestic Violence Hotline and the Florida Legal Hotline [please click here \(/dv-hotline\)](#)

Per Florida Statute 39.905, all Florida certified domestic violence centers provide the following core services; emergency shelter, 24-Hour Hotline, advocacy, children's program, community education, crisis counseling, service management, professional training, safety planning, information and referral. In addition to these core services the centers provide the following; court/legal advocacy, outreach, primary prevention programming, support groups and assist with the relocation assistance application. Each center provides a number of specialized services based on the local community needs. These services can be found on the link to the local certified center page by hovering over the center's service area on the map below.

**[DOWNLOAD FULL DIRECTORY \(/sites/default/files/1.%20FCADV%20Hotline%20Info%20%28PAGE%206%20ONLY%29.pdf\) \(PDF - 30.9MB\)](#)**

Center Name	Broward	City	Search
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## BROWARD

Women In Distress of Broward County (/centers/broward)

*Also Known As: WID*

**Phone:** (954) 760-9800

**Fax:** (954) 832-9487

**Hotline:** (954) 761-1133

**TDD:** (954) 527-5385

**Website:** VISIT SITE (<http://www.womenindistress.org>)

[MORE INFO \(/centers/broward\)](#)



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### SOCIAL

[FCADV \(https://twitter.com/FCADV\)](#)

[\(https://www.facebook.com/Florida-Coalition-Against-Domestic-Violence-365443582564/\)](https://www.facebook.com/Florida-Coalition-Against-Domestic-Violence-365443582564/) 

<https://www.youtube.com/user/FCADV>

[Darby Against DV](#)

<https://twitter.com/DarbyAgainstDV>

<https://www.facebook.com/pages/Darby-Against-Domestic-Violence/822596464476482?ref=hl/>

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