



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form **must** be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 9/7/2022

*Prepared By: Cody Minnich

*Title: Housing Grant Manager,
Office of Affordable Housing

*Vendor Name: New Mexico Coalition to End Homelessness (Fiscal Agent for Consuelo's Place Shelter)

*Address: 1600 St Michaels Dr, Bldg 7

*City: Santa Fe

*State: NM

*Zip Code: 87505

*Description of Goods/Service to be procured:

*Estimated Cost: \$600,000
award)

Term of Contract: 1 year
One (1) to Four (4) year from award)

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

Consuelo's Place Shelter (CPS) provides emergency shelter and services for those experiencing homelessness and for those at imminent risk of becoming homeless. CPS also provides quarantine services and housing for those who have recently tested positive with COVID-19, have had recent exposure to COVID-19 and/or are awaiting results. The latter service is offered to individuals and families who lack a safe space to quarantine during the period of infection.

CPS provides safe and stable emergency housing, intensive and high-quality case management, connects those facing a variety of housing related crises to appropriate resources and information and assists clients in securing and maintaining permanent housing after residency at CPS.

The American Rescue Plan Act (ARPA) funds subject to this Sole Source will provide the funding required for CPS's operations and services, including emergency shelter stays, case management, formal and informal skill building for clients, quarantine services, general upkeep, and security services, to continue through June 30, 2023.



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2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

X

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

In FY 2021-2022 CPS served 240 individuals with shelter services and has a total number of 52 beds reserved for this purpose. Of these, CPS served 20 families with children who were facing homelessness. CPS served an additional 74 individuals with quarantine services with a total number of 24 beds reserved for this purpose.

Funding for the continuance of Consuelo’s Place Shelter will maintain the increased availability of short-term shelter services for LMI residents in Santa Fe that it has brought about since its opening in August 2020. Access to short-term shelter services will allow clients safe and stable short-term housing while they apply for vouchers, seek permanent housing situations and stabilize their housing situations. As long as the COVID-19 pandemic continues, the shelter will also offer a select number of rooms to COVID positive clients so that they may self-isolate, quarantine, and prevent spread of the virus while they are symptomatic.

Case managers and staff at Consuelo’s Place Shelter will aid clients in seeking jobs and needed documentation to obtain housing, find supportive resources and programs when needed and will network with case managers at other housing agencies in the city to ensure cross-communication in assisting clients with their various needs.



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3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Consuelo's Place Shelter opened to address a need in the Santa Fe community for safe and stable short-term housing for those in housing crises. With a shortage of over 7,343 rental units in Santa Fe (cited from the 2021 Santa Fe Housing Report) in the past year, access and ability to seek permanent housing in Santa Fe for our most vulnerable and low-income residents is often difficult and met with a variety of road blocks. With affordable housing and rental unit shortages, the need for short-term, non-congregate housing while clients apply for and seek out stable permanent housing becomes all the more important in our community.

Access to Consuelo's Place's private rooms for individuals and families not only allows for stability while households seek and obtain permanent housing but also creates safety during the pandemic and provides clients with a shelter service that offers non-congregate services; mitigating the spread of infectious diseases for its residents.

Consuelo's Place Shelter is the only COVID-19 quarantine shelter in Santa Fe and, with the changing dynamic of the pandemic and the insecurity in housing during this crisis, offers a safe space for those facing homelessness or those testing positive with COVID-19.

Finally, many of the guests at Consuelo's Place Shelter are quite vulnerable and it takes a long time for them to build trust with their providers. Disrupting that dynamic with a new provider would not be in their best interests and likely lead to a number of them becoming homeless again.




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***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

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|-----------------------------------------------------------------------------------|---------|
|  | 9.13.22 |
| Date | |
| Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe | |

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

| | |
|---------------------------------------------------------------------|------|
| _____ | Date |
| Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe | |

***Required Attachments:**

- *Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*
- *Quote from sole source Contractor*
- *Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*



New Mexico Coalition to End Homelessness

September 7, 2022

Fran Dunaway
Chief Purchasing Officer
City of Santa Fe
PO Box 909
Santa Fe, NM 87504

Dear Ms. Dunaway:

This letter is in regards to Consuelo's Place, a shelter for homeless people that the New Mexico Coalition to End Homelessness is the fiscal agent for and the \$600,000 in ARPA funds necessary for operation of the shelter through June 30, 2023. Currently Consuelo's Place is the only non-congregate shelter and COVID-19 quarantine shelter in Santa Fe. This sole-source procurement is essential for providing non-congregate shelter to the most vulnerable homeless people and a safe quarantine space for people recovering from COVID-19.

Consuelo's Place was initially started by the City at the beginning of the Pandemic and then became a joint project of the City and NMCEH with NMCEH acting as fiscal agent and overseeing the operations through a shelter director. The guidance of NMCEH and the expertise of the current staff at Consuelo's are necessary for the continued smooth operation of the shelter. Without this continuity, we would lose the many positive outcomes now possible for the clients staying at Consuelo's Place.

We very much appreciate the City of Santa Fe joining us in the Consuelo's Place project, and we look forward to working with you. If need additional information do not hesitate to reach out to me at 505-992-9000 or Hank-H@nmceh.org.

Sincerely,

Hank Hughes
Executive Director