



City of Santa Fe, New Mexico

Memorandum



DATE: March 8, 2022

TO: Fran Dunaway, Chief Procurement Officer

VIA: Julie J Sanchez, Youth and Family Services Division Director *JJS*

FROM: Anna C Pendas, Youth and Family Services Program Manager *ACP*

ITEM AND ISSUE:

The City of Santa Fe intends to address the issue of unsanctioned camping in our community by unsheltered individuals through establishing sites throughout the City that are safe and legal for unsheltered people to camp. These sites must be provided a variety of support services including but not limited to toilets, potable water, and support services. These support services include outreach to these encampments, establishing camp stewards who live in the camps, dispersal of stipends to the stewards and support in mitigating concerns around environmental and community concerns. These support services are critical to ensuring that this project acts as a pathway to housing services and community resources.

The Life Link is a non-profit community provider in Santa Fe that has been providing services to people experiencing homelessness since 1987. They are the largest provider of housing and outreach services to this population and have a firmly established role in the community as well as established relationships with other providers and resources and the trust of the community.

The PATH Team, a program within The Life Link's array of services is a team of highly trained outreach workers who visit unsheltered people in the community and connect them to housing services, behavioral health services and other community resources. The PATH program has been established for many years and is the only provider of these comprehensive street outreach services for adults experiencing homelessness in Santa Fe or the surrounding area.

BACKGROUND AND SUMMARY:

The current Emergency Order dictates that the City will not remove homeless encampments that meet guidelines that support the public health needs of the homeless community and also do not pose a threat to public safety and or environmental quality. Though this plan has done well to prevent the spread of COVID19, the changing needs of the community require a changed response. The City aims to support the needs of unsheltered individuals by identifying sites in the City that are safe and legal for camping but also mitigate the impact on the surrounding neighborhoods. The City plans to support these identified sites with support services including support from nonprofit outreach workers to complete the following scope of work:

- Contractor will conduct visits to each encampment site no less than two times per week;
- Contractor will work with inhabitants to identify a lead camp steward who will be responsible for ensuring that the camp is clean, safe, and orderly;
- Contractor will develop a set of expectations for camp stewards;
- Contractor will disperse stipends to camp stewards for their service in maintaining each camp site and performing duties as expected;
- Contractor will work with City staff to mitigate concerns at encampments if needed;
- Contractor will complete a report to City staff quarterly

PROCUREMENT METHOD:

The Division seeks to use a sole source procurement for this service.

ACTION REQUESTED:

The Youth and Family Services Division seeks approval for a sole source procurement for the scope of work detailed in this memo.



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:

*Prepared By:

*Title:

*Vendor Name:

*Address:

*City:

*State:

*Zip Code:

*Description of Goods/Service to be procured:

*Estimated Cost:

Term of Contract:

*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).

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(Continued from page 1)

The scope of work for this procurement:

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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

X

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.*

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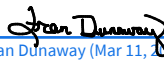


3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

The Life Link is the only entity in the Santa Fe area that already has a team of staff dedicated to serving unsheltered individuals. There is no other provider in the area that is already established in this work and has the resources in place to do this work to the capabilities and quality required.

***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.


Fran Dunaway (Mar 11, 2022 10:46 MST) Mar 11, 2022

 Fran Dunaway, CPO Date
 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.*

 Fran Dunaway, CPO Date
 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*



2325 Cerrillos Road Santa Fe, NM 87505
Ph: 505.438.0010 • Fax: 505.438.6011
www.thelifelink.org

March 4, 2022

To Whom It May Concern:

As Chief Executive Officer of The Life Link, I would like to express my excitement and gratitude for being invited to be a part of this new homeless encampment initiative with the City of Santa Fe. Efforts like this are directly in alignment with our organization's vision and mission within the community over the past 35 years, and I believe that we are uniquely qualified and capable of providing the necessary services to the city for this project.

The Life Link began in 1987 as an organization striving to assist homeless women and children in the community, as the only shelter available was for men. This started through the purchase of an old motel and the efforts of countless volunteers who devoted their time and energy to assist this vulnerable population. In addition to welcoming homeless individuals who showed up at the motel, we created an outreach team who spent time looking for people experiencing homelessness and worked to connect them to the various resources in the community who could help them with their particular needs. Over time it became apparent that many resources were simply not available in the community, so in the subsequent years The Life Link established and grew programs to address emergency and long-term housing, mental health and substance abuse issues, GED and supported employment, and numerous other initiatives to support these folks in their recovery.

Although we have grown exponentially over the decades, and gained a reputation at the local, state, and national level, The Life Link has never lost sight of that original mission to provide a hand up to the most vulnerable members of our community. We have grown into a comprehensive community mental health center that provides a full array of wraparound services to our clients, committed to utilizing evidence-based practices for outreach, permanent supported housing, and state-of-the-art mental health and addiction treatments. Our array of services is unlike any in the state in terms of the breadth and depth of service offerings, and enables us to literally welcome a person off the streets and help them through the long process of recovery through in-house offerings.

The Life Link also has an experienced and dedicated navigation team whose role is to actively outreach homeless individuals in the community in an effort to connect them to needed services or simply to provide them with needed assistance. Many of these individuals may never enroll as clients or access our services, but we see this role of simply connecting with them and providing them with assistance when and if they are ready. Through this process we have cultivated relationships with many of the most vulnerable and disenfranchised members of the community, and we would hope to leverage these relationships to provide additional supports through the encampment project.

Given our experience providing homeless outreach and comprehensive behavioral health services over the past 35 years, I am confident in saying that no other provider in the community can bring the experience and expertise to this project that The Life Link can. In addition, we have formed a partnership with another organization over the past year that can bring specific expertise to the encampment side of things – the Saint Francis Homelessness Challenge (SFHC).

SFHC – a nonprofit organization founded in San Francisco (2015) with a mission to end the crisis conditions of street homelessness, currently headquartered in Santa Fe, New Mexico— has extensive experience in organizing with large street encampments in the Bay Area and developing/piloting policies and interventions for municipalities to create supported outdoor spaces of belonging, essential needs, shared agreements, and stewardship. In Fall 2021, the City of Santa Fe contracted with SFHC to explore and develop alternatives to mitigate the public health and safety crisis of unsheltered homelessness and unsanctioned encampments in Santa Fe’s parks, arroyos, streets, and neighborhoods. After developing and submitting supported outdoor shelter research and recommendations for the City of Santa Fe, SFHC worked with The Life Link in early 2022 to develop an actionable program for resident support and stewardship at permitted campsites. Upon pending approval of a contract with the City of Santa Fe, SFHC will provide consulting services to The Life Link to further develop resident stewardship policies, programming, and assessment tools for permitted campsites, extensive on-the-ground support for permitted campsites during the first two months of programming, and on-going support to The Life Link team throughout the duration of the first year of programming.

Through collaboration with SFHC, The Life Link is well-prepared and enthusiastic about the opportunity to assist the City with this exciting new initiative. We are truly a “home grown” organization with a deep understanding of the community needs, as well as an diverse and engaged staff that is representative of stakeholders in Santa Fe. We are confident that we can make this project successful in the short- to intermediate-term and, perhaps more importantly, use this initiative as a springboard for more permanent solutions to homelessness in Santa Fe.

Please feel free to reach out with any questions you might have, and we look forward to continuing our mission of service to Santa Fe.

Sincerely

A handwritten signature in black ink, appearing to read 'Michael DeBernardi', with the initials 'MS MS' written to the right of the signature.

Michael DeBernardi, PsyD, MS
Licensed Clinical Psychologist
Chief Executive Officer

Signature: Anna C Pendas
Anna C Pendas (Mar 8, 2022 13:18 MST)

Email: axcale@santafenm.gov

Signature: 
Julie Sanchez (Mar 8, 2022 13:20 MST)

Email: jjsanchez@santafenm.gov