DATE: July 22, 2021

TO: Fran Dunaway, Chief Procurement Officer

VIA: Julie J Sanchez, Youth and Family Division Director

FROM: Anna Cale Pendas, Project Administrator, Youth and Family Division

ITEM AND ISSUE:
The New Mexico Coalition to End Homelessness (NMCEH) is the home of the Coordinated Entry System (CES), a system mandated by Federal partners, Housing and Urban Development (HUD). Coordinated Entry is designed to streamline the process of moving homeless households into many types of housing projects funded by HUD. If households are not entered into that system, they do not have access to the majority of housing resources in Santa Fe. NMCEH receives a grant to operate the CES, however, in order for the CES to function efficiently, additional funding is needed to support further development and strengthening of the system.

The City of Santa Fe has joined the Built for Zero initiative which relies heavily on a highly effective CES. To support the work of ending homelessness in Santa Fe as we have committed to through our work with Built for Zero, NMCEH must be better supported in operating the CES as best it can be. The CES cannot be operated by any other entity other than NMCEH.

BACKGROUND AND SUMMARY:
The City of Santa Fe joined the Built for Zero initiative in 2018 with the goal of ending chronic and veteran homelessness through a community approach in partnership with many other community organizations. In this partnership, the New Mexico Coalition to End Homelessness (NMCEH) was identified as the “data lead” given their pre-existing leadership role for the Coordinated Entry System.

RECOMMENDED ACTION:
We request approval of a sole source determination for the following scope of work:

- Enter households into the Coordinated Entry System (CES);
- Establish policy to ensure that CoC partners are participating in CES;
- Establish written policy that specifies the number of days of inactivity after which a person’s status will be changed to “inactive”. The policy must include protocols to attempt to locate an individual before they are moved to inactive status;
- Establish written policy to track individuals who have not consented to services or assessment;
- Establish written policies to ensure that CES data is up to date and accurate, including timelines for provider data submission and ongoing quality assurance.
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: July 22, 2021

*Prepared By: Anna Cale

*Title: Project Administrator

*Vendor Name: New Mexico Coalition to End Homelessness

*Address: PO Box 865

*City: Santa Fe

*State: NM

*Zip Code: 87504

*Description of Goods/Service to be procured:

*Estimated Cost: $60,000

Term of Contract: One (1) year

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(Continued on next page)
2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

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.

The Coordinated Entry System (CES) is a program mandated by HUD to serve as a facilitation process to connect homeless households to vacant housing programs in a community. The system is regulated by HUD. In New Mexico, the entity assigned responsibility for operating the CES is the New Mexico Coalition to End Homelessness (NMCEH). While CES requires participation from other community entities, the core functions must be operated by NMCEH.
3. Explain why other similar professional services, services, construction or item(s) of tangible personal property cannot meet the intended purpose of the contract.

As many of the tasks detailed in the scope of work are related to policy implementation, NMCEH is the only entity capable of this. The development and implementation of these policies is crucial to the effective functioning of the CES throughout the community. Other partners in the community can and should participate in the system but must have policy guidelines set forth by NMCEH in order to do that in a way that is meaningful and supports the goal of ending homelessness in Santa Fe.

*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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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.

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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
July 15, 2021

Anna Cale  
Project Administrator  
Community Services Department  
City of Santa Fe  
500 Market Street Suite 200  
Santa Fe, NM 87504

Dear Ms. Cale:

This letter is to confirm that the New Mexico Coalition to End Homelessness (NMCEH) is the lead organization for the New Mexico Coordinated Entry System and that NMCEH is the only organization that manages the Coordinated Entry System within the City of Santa Fe. As such, NMCEH is the only organization that is qualified and able to complete the scope of work below.

Our understanding is that the scope of work will include the following tasks:

- Enter households into the Coordinated Entry System (CES);
- Establish policy to ensure that CoC partners are participating in CES;
- Establish written policy that specifies the number of days of inactivity after which a person’s status will be changed to “inactive”. The policy must include protocols to attempt to locate an individual before they are moved to inactive status;
- Establish written policy to track individuals who have not consented to services or assessment;
- Establish written policies to ensure that CES data is up to date and accurate, including timelines for provider data submission and ongoing quality assurance.

Our quote for the City of Santa Fe’s share for this work is $60,000 for the year. The City Funding will be matched with federal and private funding for the coordinated entry system.

Sincerely,

[Signature]

Hank Hughes  
Executive Director
Signature: Anna Cale Pendas (Jul 26, 2021 10:16 MDT)
Email: axcale@santafenm.gov

Signature: Julie Sanchez (Jul 26, 2021 10:33 MDT)
Email: jjsanchez@santafenm.gov