SOLE SOURCE CONTRACT JUSTIFICATION

According to Executive Order 8, A Sole Source Contract is a contract between the City and County of Denver and a consultant, contractor or vendor for specialty items or services without a competitive selection process. A justification of the selection of one specific provider shall be included on the completed official contract request form submitted to the City Attorney's Office.

Instructions for completing this form:

- To be completed by DHS personnel who believe they have a contracting need that should not go through a competitive solicitation and that can only be provided by a particular Contractor.
- While within any of the shaded boxes below simply press the "F1" key on your keyboard to see what information is required.
- As you enter information the shaded box will expand to accommodate what ever you enter.
- Once finished entering information in a box, just press the tab key to jump to the next shaded box.

Denver Human Services (DHS) desires to use **Denver Health and Hospital Authority (DHHA)** as a sole source Contractor (hereinafter referred to as "Contractor"). Contractor will provide: **DHHA will provide a medical team to administer medical examinations through the Order-in Process, Out of Home Placement Intake Examinations, Consultation Services for DHS, Medical Passport Services, Nursing Health Assessment Triage, Coordination and Administer Home Visitations services and Training for the DHS Child Welfare Division.**

The following reasons set forth the justification for sole source acquisition of the unique services sought from Contractor:

1. The compatibility of Contractor's expertise to DHS' needs:
   - Contractor is qualified to provide the unique services that will properly meet the needs of DHS and the City and County of Denver within the time available to complete the project, and;
   - Contractor has the background, experience and infrastructure to implement the project and successfully achieve the goals set forth in the DHS grant award and/or contract, and;
   - Contractor has completed similar projects and understands the processes for successful development and implementation of this project, including, but not limited to: outreach and recruitment; tracking and documentation; reporting; fiscal management, and; performance outcomes.
2. In addition to item 1 above, Contractor can provide the services at a cost that has been determined as reasonable, and Contractor's proposed project budget is within the total amount funded for the services.
3. The specialized capabilities of the Contractor are:

   DHHA has provided wrap around services for Child Welfare and the City and County of Denver for multiple years and has the background, experience and infrastructure required to continue services. A determination was made to execute a separate agreement between DHHA and DHS. Due to the short time-line, only DHHA can continue to provide these services effectively and with a scheduled move in location of the Family Resource Center in early 2019, another provider does not have the capabilities to assimilate.
4. Why other Contractors couldn't meet DHS needs:

   Another contractor would not have the knowledge and capabilities to have this program up and running seamlessly by January 2019.

Justification prepared by: Jeff Stawicki Position: Contract Administrator Date: 8/13/2018

STOP!
Give this document a unique name (i.e.: Contractor's name and date) and save to your local storage ("H") drive.
Have your Division Director review & sign this form (make changes as needed prior to Director's signature).

Division Director's Review: I have reviewed this form for completeness and support entering into a Sole Source Contract.

Mimi Scheuermann		8/13/18
Print Division Director's name	Division Director's signature	Date

Hand carry the signed form to Contracting Services on the 4th floor.

Executive Manager's Approval:

SOLE SOURCE CONTRACT JUSTIFICATION

Approval must be obtained from DHS executive management of at least the level of Executive Manager or their designated "Acting Executive Director".

DONALD J MARES
Print Executive Manager's name

Executive Manager's signature

8/14/18
Date