



SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and forwarded to
Procurement Unit of Financial Services

Vendor/Amount \$ _____ **Community Action Network**

Unit or Area **Community Services / Parks & Rec** Date **2/19/2019**

- Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the "need" that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified?
Describe the unique aspects of their product or service or attach letter from vendor:

Check appropriate reason below:

- This is a product manufactured by a single vendor.
- This product or service is sold only through this single distributor.
- This service is unique to a single organization.
- An unusual or compelling urgency exists (explain below).

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn't fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City's need; or
- An unusual or compelling urgency exists.

See attached memo

REQUESTED BY:

Signature 
(Typed Name) Josh Landefeld

Date 2/19/19

APPROVALS:

Unit Manager 
Service Area Admin 

Date 2/20/2019

Date 2-20-2019

MEMORANDUM

TO: Derek Delacourt, Community Services Area Administrator

FROM: Josh Landefeld, Deputy Manager, Parks & Recreation Services

CC: Colin Smith, Manager, Parks & Recreation Services

DATE: February 19, 2019

SUBJECT: Best Source Justification for Community Action Network for Operation of Bryant and Northside Community Centers

The City of Ann Arbor Parks & Recreation Services Unit includes two community center facilities: Bryant Community Center & Northside Community Center. Prior to 2007 City staff managed operations at both centers, but it was not an area of expertise and it was determined that a better experience for the community could be provided by having an expert in the area deliver services.

Community Action Network (CAN) has operated both Bryant and Northside Community Centers for the City of Ann Arbor Parks & Recreation Services Unit for the last eleven years. The current agreement expires in June 2019 and City staff believe that CAN is the best source for continuing to provide these services. CAN's excellent work and time invested has given it irreplaceable and indispensable knowledge of the communities it serves. While another organization might eventually be able to 'catch up', CAN's relationships are years in the making and any disruption would likely result in services substantially diminished in quality.

Originally, a RFP was issued in October of 2007 and Community Action Network (CAN) was the only respondent. In January of 2008 the City of Ann Arbor entered into a Partnership Agreement with CAN to operate both Bryant and Northside Community Centers. CAN, whose mission is to partner with children, youth, and families from under-resourced Washtenaw County neighborhoods to create better futures for themselves, and improve the communities in which they live; was founded in 1987 to address the needs of the Hikone public housing community and has been providing community center based programs and services since 2002. The initial agreement was for a six month period with an option to renew for one (1) additional year, July 1, 2008 - June 30, 2009. The agreement was renewed for the additional year.

Another RFP was issued in 2009 and again CAN was the only respondent. The City of Ann Arbor again entered into a Partnership Agreement with CAN to continue to operate both Northside and Bryant Community Centers. This was a three-year partnership agreement for FY2010-FY2012 with an administrative option to renew for an additional

two years. In April 2012, The City of Ann Arbor exercised its right to administratively renew the agreement for FY2013-FY2014.

In 2014, The City of Ann Arbor entered into a Partnership Agreement with CAN to continue to operate both Northside and Bryant Community. Prior to entering that agreement, staff recommended and council approved extending the agreement with CAN rather than issuing another RFP. Doing so allowed CAN to provide uninterrupted community-directed outreach, social, and recreation services that serve the immediate geographic neighborhoods for the Bryant Community Center and the Northside Community Center. Parks and Recreation Services staff believed that the continued partnership between the organizations would provide needed consistency and stability in programming as well as continue to enhance the scope and quality of the social services that are provided to the Bryant and Northside neighborhoods.

Currently, we are in the last year of the Council approved agreement from 2014. Once again, rather than issuing another RFP, Parks and Recreation Services staff is recommending that the City extend the Agreement with CAN. During the last five years, CAN has continued to provide quality programs that are integral to the livelihood of the Bryant and Northside communities. Their commitment to these communities can be seen in their involvement and support of the recent renovation of the Bryant Community Center.

As part of the previous agreements, CAN evaluated the social and recreation services needs in the Bryant neighborhood and the Northside neighborhood. Based on the completed needs assessment, CAN has developed and implemented programming that focuses on providing high-quality services and community relations that met the needs of residents in the Bryant and Northside neighborhoods. We have been encouraged with CAN's progress over the past five years and have enjoyed a strong, collaborative partnership in helping to provide the necessary services to these two communities. CAN's present contract is for \$130,000 and has been at that amount since 2014. The proposed budget increases that amount to \$150,000 to reflect increased costs over time along with expanded programming and greater services.

Based on the information above and the working relationship established over the past eleven years, Parks and Recreation staff recommend that CAN is the best source for the uninterrupted delivery of high quality community-directed outreach, social, and recreation services at Bryant and Northside Community Centers