



DATE: May 03, 2021

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: William Card, Assistant Director of BARC

FROM: Omeed Rackal, Contract Grants Administrator

PROJECT TITLE: OIC-SFL/Hospital Grade Cleaning Services for BARC

REQUISITION NO. ARC0002298

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

Broward Addition Recovery Division (BARC) requests a most reasonable source designation of Opportunities Industrialization Center of South Florida (OIC-SFL), a non-profit workforce organization, to provide supplemental "hospital grade" cleaning services. Currently BARC's janitorial services for general public areas do not meet the minimum standards needed to maintain a "hospital grade" level of cleaning to maximize infection control and sanitation. BARC currently utilizes Mental Health Specialists and Nurses to clean patient sleeping rooms, change linens, and ensure that client areas and rooms meet the standards necessary for infection control. This is not an optimal use of their time and detracts from providing direct client services.

BARC has observed OIC-SFL's cleaning of the County bus terminals under the Transit Transitional Employment (TTE) Program as exceptional. OIC-SFL offers the high-quality cleaning service that BARC requires. OIC-SFL will ensure clean and comfortable rooms for BARC's vulnerable and allow medical staff to concentrate on patient care. Services will include detailed occupied room cleaning, terminal (discharge) room cleaning, client bathrooms, waiting areas, and other areas identified by BARC that require servicing. This standard of cleaning uses a higher detail of steps to mitigate infection to clients, promote client well-being during their length of stay, and ensure proper sanitation of client rooms and areas upon discharge

In 2016, OIC-SFL's TTE Program started as a one-year pilot program for the Transit Division. In 2017 it was approved by the Board for two more years.

In 2018, the program received the Achievement Award recognition from the National Association of Counties (NACO). Due to the success of the pilot, the Transportation Department recommended the TTE Program continue with OIC-SFL.

In 2019, the Board approved it for an additional 2 years. After three years, customers continued to compliment OIC-SFL and staff regarding the cleaner fleet and appreciated having OIC-SFL staff at the terminals to provide daytime cleaning. Since the program's inception, OIC-SFL has provided excellent service while enhancing Transit's fleet. OIC-SFL has continually met all the program's requirements.

BARC maintains its accreditation from the Joint Commission, which will be up for renewal in 2020. Joint Commission Goal # 7 for Behavioral and Substance Abuse Facilities (required for BARC) states: "Reduce the risk of health care-associated infections". CDC studies regarding infection control in patient (client) rooms show that patient care surfaces and "high-touch" areas become contaminated and contribute to transmission of infections. An estimated 722,000 healthcare-associated infections (HAIs) occurred in 2011 and about 75,000 hospital patients with HAIs died during their hospitalizations. A continued focus on traditional infection control efforts such as hand hygiene is still paramount, however it is unknown how many of these infections may be prevented by improving the cleanliness of a patient/client's room. The CDC recommends facilities identify which surfaces are the most likely to become contaminated and optimize the cleaning and

disinfecting of these surfaces. With a few additions to Transit Division's TTE Program, BARC could create a program of their own with OIC-SFL that would fulfill all their needs.

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.
- Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

The Transit TTE Pilot Program provides employment opportunities for Broward County adults that are age 18 or older and residing in targeted areas of low income, high unemployment, persons with disabilities or persons participating in a state or local re-entry program through a partnership with OIC-SFL. OIC-SFL is the only source with outreach to the specific constituents targeted by the RTT Pilot Program. They are a non-profit organization experienced with working with the population. Through the partnership with OIC-SFL, the participants receive and are introduced to specialized job readiness classes, vocational and job skills training and receive future job placement assistance. As part of the program, a Pathway to Employment with Broward County was established. For consideration, participants must have successfully attained their Commercial Driver License (CDL) permit and achieved the following criteria: 1) worked a minimum of six months, 2) worked a minimum of 480 hours with the non-profit under the supplemental cleaning contract, and 3) met employment performance objectives. Through the TTE Program, OIC-SFL has recruited Contractor's employees from the Broward Municipal Services District (BMSD) and other economically distressed areas and providing job placement readiness and life skills training to all participants.

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- Complies with existing community and safety standards, and/or laws, rules, and regulations.
- Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

This source (OIC-SFL) currently provides cleaning and employment services under Transit's TTE Program. BARC will expand employment opportunities to Broward County residents participating in the program and introduce a new service industry.

This request supports the following Commission Values and Goals:

Values

1. Approaching human services collaboratively and passionately, with special emphasis on the most vulnerable.
2. Consistently delivering responsive, efficient, quality services to the public and internal customers.
3. Ensuring economic opportunities for all people and businesses in Broward County.

Goals

1. Deliver evidence-based services to the public and connect customers and their family members, to sustainable support, with special emphasis on financial supports.
2. Build into every process and service effective checks and balances that do not cause inefficiency, but farther ensure consistency, continuity, and quality.
3. Utilize policies and strategies to create employment opportunities and supports for economically disadvantaged members of the community.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$300,000/year Contract length (if applicable): 3 Years

Expenses to date: 0.00

Has this commodity or service been previously provided to the County? Yes No

If yes, when and by whom? Transit TTE Pilot Program for Bus Cleaning Services

How was item/service procured? N/A

What is the current contract (MA) or purchase order number? TRN2119105X1

If this is a sole brand, is there an "authorized" dealers list? Yes No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

This service reduces unemployment in Broward County. Costs of not utilizing this source encompasses local state and county dollars to provide financial assistance to needy families and homeless individuals, as well as workforce programs which are currently funded at over \$500,000 annually.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Omeed Rackal	OMEED RACKAL	<small>Digitally signed by OMEED RACKAL Date: 2021.05.03 15:49:48 -04'00'</small>	May 3, 2021
REQUESTOR/EVALUATOR (PRINT)	REQUESTOR/EVALUATOR (SIGN)		DATE
William Card	William Card	<small>Digitally signed by William Card Date: 2021.05.03 16:23:07 -04'00'</small>	May 3,2021
DEPT/DIV DIRECTOR OR DESIGNEE (PRINT)	DEPT/DIV DIRECTOR OR DESIGNEE (SIGN)		DATE

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

Sole Source
 Sole Brand
 Reasonable Source
 RFI attached
 Rejected
 Request Authorization to Negotiate

Additional Information:

OIC-SFL has an excellent track record with Broward County. As proven by the success of the Transit Transitional Employment (TTE) Program.

Additionally, OIC can provide recruitment of employees from the Broward Services District (BMSD) and other economically distressed areas and provide job placement readiness and life skills training to all participants through the Pathway to Employment program. The combination of these capabilities is exactly what BARC needs. There is no other Vendor capable of providing all of tehse services that BARC requires.

I recommend OIC-SFL as the most reasonable source for the needs of BARC.

Purchasing Agent Signature: **CHRISTOPHER SNYDER** Digitally signed by CHRISTOPHER SNYDER
Date: 2021.05.12 15:03:35 -04'00' Date:

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature: _____ Date: _____

BRENDA BILLINGSLEY Digitally signed by BRENDA BILLINGSLEY
Date: 2021.05.25 09:46:20 -04'00'

Director of Purchasing