



DATE: June 1, 2021

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU:

FROM: Josie P. Sesodia, AICP, Director, Planning and Development Management Division

PROJECT TITLE: 2021 Update to Affordable Housing Needs Assessment ["Study"]

REQUISITION NO.

SOLE SOURCE/SOLE BRAND REQUEST

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

The growing demand for, and insufficient access to, affordable housing continues to be a top priority for the Board of County Commissioners. The Broward Housing Council, an advisory Board to the County Commission, has sponsored an Affordable Housing Needs Assessment and subsequent updates for Broward County since 2009. Due to the release of recent 2020 US Census data, many of the Study's key findings and assumptions are outdated, including housing supply and demand projections, employment growth by industries, and cost-burdened households. In order to enable the members of the Broward Housing Council and other affordable housing policymakers to base key decisions on current market dynamics, it is important to update the Study once again. As in previous updates, the 2021 Study will provide a current perspective on the local economy and housing needs throughout Broward County, and an assessment on the key supply and demand factors impacting the production and how they have changed since the 2018 update. It will also discuss availability of affordable housing and assess the progress in addressing the existing and future demand on affordable and workforce housing based on new socio-economic data.

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 Metropolitan Center at Florida International University (MC/FIU) is an applied research and training institute that provides policy solutions to the private and public sectors. The MC/FIU team is led by Dr. Ned Murray, Associate Director, AICP, who has proven experience with Broward County housing studies and models, and was responsible for the initial Study and all subsequent updates since 2009. MC/FIU also has access to proprietary data sources which are layered on traditional census and local housing market data, to provide a comprehensive analysis of affordable housing demand and supply. In fact, the housing supply methodology used by MC/FIU was recently adopted as the County's preferred methodology per BCLUP PCT

20-5, effective January 2021.

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:

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: \$50,000

Contract length (if applicable): 120 DAYS

Expenses to date: N/A

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

If yes, when and by whom? The Metropolitan Center at Florida International University (MC/FIU)

How was item/service procured? Reasonable source

What is the current contract (MA) or purchase order number? PLA1900001

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.

MC/FIU has provided various reports and studies for Broward County; therefore, they are familiar with Broward County data, and their access to proprietary data sources and their past update work on housing needs assessments has benefited local policymakers and housing professionals. The County Commission recently adopted MC/FIU's methodology (PCT 20-2) as the preferred methodology for calculating affordable housing supply. This means that Municipalities and the Broward County Planning Council are required to use this study to evaluate housing affordability to comply with the Broward County Land Use Plan.

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"

REQUESTOR/EVALUATOR (PRINT) REQUESTOR/EVALUATOR (SIGN) DATE

JOSIE SESODIA Digitally signed by JOSIE SESODIA
Date: 2021.06.01 14:49:29 -04'00'

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:

Based on previous services provided, this request is approved as the Most Reasonable Source.

Purchasing Agent Signature:

Date:

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature: **BRENDA BILLINGSLEY**

Digitally signed by BRENDA BILLINGSLEY
Date: 2021.06.02 10:44:18 -04'00'

Date: