



DATE: 5/21/26

TO: Robert Gleason, Director, Purchasing Division

THRU: Tara Williams, Director, Human Services

FROM: Patrice Paldino, Director, Housing Options, Solutions, and Support

PROJECT TITLE: Emergency Shelter Services for Families

REQUISITION NO. HOS0000182

SOURCE/BRAND NAME: The Salvation Army

SOLE SOURCE/SOLE BRAND/ONLY ONE REASONABLE SOURCE REQUEST



SOLE SOURCE



SOLE BRAND



ONLY ONE REASONABLE
SOURCE

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

The Broward County Human Services Department ("HSD"), Housing Options, Solutions, and Supports Division HOSS-D is requesting approval of the designation of Sole Reasonable Source for The Salvation Army to provide Emergency Shelter Services for families so that it may seek BOCC approval for an agreement, effective October 1, 2026. HOSS-D currently contracts with The Salvation Army via Agreement No. 22-CP-HIP-9026-01 for the provision of low-barrier emergency shelter services for individuals experiencing homelessness (Attachment 1). Due to City of Fort Lauderdale Ordinance Section 47-18.31 and 47-18.32 (Attachment 2), the Salvation Army is the only eligible and qualified provider within the city limits to meet this emergency shelter need. Upon approval of this Sole Reasonable Source designation and with approval by the BOCC, HSD, HOSS-D will proceed with executing a contract using the approved Unit of Service Agreement shell. Please see full Scope of Work Attachment for further information.

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

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 purchase for the following reasons.

The Salvation Army is an active, verified 501(c)(3) organization under the United States Internal Revenue Code. The Salvation Army is the only organization in Broward with the resources to provide beds for homeless families in accordance with City of Fort Lauderdale Ordinance Sections 47-18.31 and 47-18.32.

Business Case (Only One Reasonable-Source¹ or Only One 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.
- ☐ Other/or additional information - using this only one reasonable source, only one reasonable 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: \$360,000 Contract length (if applicable): 1

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

If yes, provide the following and attach any supporting documentation (e.g., previous approved memoranda):

Vendor name and date The Salvation Army 10/1 Method of Procurement Sole Source

What is the current contract (Procurement Catalog) or purchase order number? 22-CP-HIP-9026-01

Expenditures to date: _____

Will this procurement utilize any local/state/federal grant funding? ☒ Yes ☐ No

If yes, attach any supporting documentation (e.g., grant agreement).

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

If yes, provide the manufacturer's "authorized" dealers/resellers list.

¹ Commonly known as Most Reasonable Source

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.

No alternate vendors available.

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

(2) "It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of 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".

Candace Smith

Candace Smith

Digitally signed by Candace Smith
Date: 2026.05.21 13:19:45 -04'00'

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

Patrice Paldino

Patrice Paldino

Digitally signed by Patrice Paldino
Date: 2026.05.21 13:30:39 -04'00'

DEPT/DIV DIRECTOR OR
DESIGNEE (PRINT) DEPT/DIV DIRECTOR OR DESIGNEE
(SIGN) DATE

PURCHASING DIVISION USE ONLY

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.25 and 21.26. The Purchasing Agent recommends the following:

☒ Sole Source ☐ Sole Brand ☐ Only One Reasonable Source/Brand² ☐ Reject
☐ Authorization to Negotiate ☐ Standardization ☐ Board Award

Attachments

☒ Request for Information ☐ Previous Approved Documentation
☐ Vendor Letter

² As per Florida Statute 287.057(3)(c), FLL projects valued $\geq$ \$325,000 require 15 business day posting of intended sole source designation

Additional Information (e.g., Number, opening date, # of responses, Agency reviewed yes/no):

Request for Information (RFI) No. OPN2132436F1 was publicly posted from June 24, 2026, to July 6, 2026, to ascertain whether multiple sources exist to provide emergency shelter services in accordance with City of Fort Lauderdale Ordinance Sections 47-18.31 and 47-18.32.. The RFI closed with zero responses.

Human Services Department is requesting the approval of of the designation of Sole Source to The Salvation Army to provide Emergency Shelter Services. Human Services Department estimates that estimates the one year contract value to be \$360,000.

In accordance with Procurement Code Section 21.25(b), the Purchasing Agent recommends approval of this Sole Source request and authorization to proceed with a two party agreement to the sole source, The Salvation Army.

Purchasing Agent Signature:

Gerald
Garrity Jr

Digitally signed by Gerald
Garrity Jr
Date: 2026.07.10
14:49:08 -04'00'

Reviewer Title: Purchasing Manger

Reviewer Signature: STACY-ANN
BROWN

Digitally signed by
STACY-ANN BROWN
Date: 2026.07.10
14:50:09 -04'00'

APPROVAL AUTHORITY



APPROVED



DISAPPROVED

REASON/SUGGESTED ACTION (IF DISAPPROVED):

Title:

Signature: SONIA M.
LOVETT

Digitally signed by SONIA
M. LOVETT
Date: 2026.07.10
16:06:29 -04'00'