

WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

Non-grant funds:

- Equipment or supplies exceeding \$50,000
- Professional Services exceeding \$50,000

Grant funds:

- Equipment or supplies exceeding \$50,000
- Professional Services* exceeding \$50,000

***Note:** Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT Human Services Agency

REQUESTOR'S NAME Lauren Soulam PHONE # (775) 337-4545

REQUISITION NUMBER _____ DATE 02/19/2026

RECOMMENDED SOLE SOURCE SUPPLIER New Hope Placement LLC

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 137,091.00

Description of good or service requested:

HSA is requesting services for supportive housing of persons with intellectual or developmental disabilities or mental health conditions that impede their ability to live with complete independence. This contract provides continued services for a limited number of clients who were previously under the care of a similar program operated by New Hope Placement (Our Home) and funded by Washoe County that concluded 12/31/25. The clients to be served under this contract are former Our Home participants who require additional assistance as they transition to other permanent housing.

Unique features/qualifications required that are not available from another supplier:

New Hope Placement provides supportive housing and comprehensive care based on individual needs. New Hope operated the Our Home program where these individuals resided and received care, and where they have remained since the the program's funding from the County concluded in December 2025. Establishing a new contract with New Hope to serve these remaining clients will ensure a continuation of services as they receive support to secure permanent housing, as well as minimize any disruption to the clients, all of whom have a high level of need.

Were other options sought?

- If yes, why were they unacceptable? If no, why were alternatives not reviewed?

No other options were sought as these clients are already housed with New Hope Placement. Not only is New Hope the most qualified vendor to provide these services, but changing providers would cause significant disruption to the clients.

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

The price is based on rates for a Community-Based Living Arrangement (CBLA) state licensed residential home and includes 24-hour supervision from certified staff, support with daily tasks and targeted case management services for each client. Costs are similar to program service costs for other programs that provide lesser services.

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or supplier specified fit the County's sole source criteria for the following reasons:

Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Select all of the following applicable to the requested purchase. Attach additional information if necessary.

Note: Grant-funded purchases must fall under either 6, 7 or 8 below.

- ☐ 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.
- ☐ 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.
- ☐ 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.
- ☐ 4. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:
- ☐ There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.
 - ☐ A selection process was utilized to select the most qualified person.
 - ☐ The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.
- ☐ 5. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.
- ☒ 6. The product or service is available only from a single source.
- ☐ 7. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the grantee department. (Attach sponsor authorization)
- ☐ 8. After solicitation of a number of sources, competition is determined inadequate.
- ☒ 9. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

Services must be provided by licensed providers. In addition to housing, New Hope staff includes Primary Care, Psychiatric Medication Management, Women's Health, Mental Health, Case Management, Transportation, and Pharmacy services. WellCare incorporates the social, emotional and behavioral aspects of an individual's life and expands its services from treatment to health promotion and early intervention. This integration promotes optimal social and emotional development.

The following provides justification as to reasonableness of price: (i.e.; aligns with market pricing, government discount applied, cost analysis was conducted, aligns with historical pricing, etc.)

The original contract was established as an emergency agreement because the clients needed to be moved immediately from an inappropriate shelter to a location capable of managing their medical, psychiatric, and pharmaceutical needs as well as their case management and support services needs related to their IDD or SMI diagnoses. New Hope Provided residential care for these clients for several years until County funding for the program ended in December 2025. There remain a handful of clients who have not yet been able to secure permanent housing and require ongoing housing and care as other housing options are explored. Costs are consistent with the original contract.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

Lauren Soulam

Digitally signed by Lauren Soulam
Date: 2026.02.24 15:38:05 -08'00'

Signature of Requestor

Pamela Mann, MBA, CPSM, CPP
HSA Director of Finance &
Administration

Digitally signed by Pamela Mann, MBA, CPSM,
CPP HSA Director of Finance & Administration
Date: 2026.02.25 15:33:08 -08'00'

Signature

Department Head Approval

Lauren Soulam

Print Name

Pamela Mann

Print Name

For completion by the Purchasing Division:



Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.



Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332._____.



Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.



Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

Mark Stewart

Digitally signed by Mark Stewart
Date: 2026.03.02 10:55:48
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Signature

Purchasing and Contracts Manager
(or authorized representative)

Print Name