

**Sole Source Justification
For DHHS Contract or Purchase Order (PO)**

The sole source justification for the selected contractor/vendor's services is for a:

New or Renewed Contract or Purchase Order

No.	Contract Information	
	Brief Description of Goods or Services to be Acquired Under this Contract or PO:	Contractor will will implement a Walking and Rolling Education for Youth program McKinleyville and Fortuna, provide community education and encouragement in McKinleyville and Fortuna, and provide active transportation education in McKinleyville and Fortuna middle schools.
1	Legal Name of Contractor Selected for this Contract/PO:	Redwood Community Action Agency
2	Contractor's Address and Contact Information:	Address: Redwood Community Action Agency Attn: Jennifer Weiss 904 G Street Eureka, CA 95501 Phone: 707-269-2062 Email: weiss@nrsrcraa.org
3	Maximum Payment Amount for Contract/PO Term:	\$62,325
4	Was Contract Awarded as the Result of a Request for Proposal (RFP) Process:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "No", explain: A PIF was completed (attached).
5	Is Contractor/Vendor a Sole Source Supplier for the Goods or Services Required by the Scope of Work (SOW) for this Contract/PO:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If response is "Yes," explain reason for sole source in Section 6 below:
6	Justification for Sole Source is indicated by the checked response(s) as follows:	<input checked="" type="checkbox"/> Unicity , i.e. the required goods or services are only available from one single supplier (one-of-a-kind, parts maintenance, compatibility, standard compliance); or <input type="checkbox"/> Immediacy , i.e. the delivery date or delays resulting from competitive solicitation are not acceptable; or <input type="checkbox"/> Emergency , i.e. the delays resulting from other methods of solicitation are not bearable; or <input type="checkbox"/> Legitimacy , i.e. the specific context(s) (geographic, contractual, political, legal, military, security, etc.) may allow such a non-competition of sources; or

		<input type="checkbox"/> Inadequacy , all other available sources are inadequate (compatibility, compliance, price, quality, service, support, etc.); or <input type="checkbox"/> Exigency , i.e. any other specific reason dictating the choice of a given provider.
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Instructions: a Sole Source Justification form should be completed for each new or renewal contract or purchase order that requires approval by the Humboldt County Purchasing Agent or Board of Supervisors. The completed form should be attached to the related Purchase Order Requisition or Board Agenda Item Route Slip.