

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 21-10-12-07

ORDER \_\_\_/ IN THE MATTER OF  
MAKING A SOLE SOURCE  
DETERMINATION AND DELEGATING  
AUTHORITY TO THE COUNTY  
ADMINISTRATOR TO EXECUTE A  
CONTRACT AMENDMENT WITH  
CATHOLIC COMMUNITY SERVICES  
FOR LOW INCOME ENERGY  
ASSISTANCE SERVICES

**WHEREAS**, Lane Manual Chapter 20 sets forth policy regarding the competitive award of contracts and policy regarding signatory authority of the County Administrator; and

**WHEREAS**, Lane County issued a Request for Proposals for the services for which the Sole Source Determination and Contract are sought, that received no responses; and

**WHEREAS**, A Notice of Intent of the proposed Sole Source Determination and contract was posted for one week, attracting no comments or protests; and

**WHEREAS**, the sole source determination and contract signature authority are beyond the County Administrator's routine authority;

**NOW, THEREFORE**, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. A Sole Source determination in the amount of \$830,000 for the period October 1, 2021 through September 30, 2022, for the purpose of the provision of ongoing low income energy services, is authorized for Catholic Community Services; and
2. Authority is delegated to the County Administrator to sign a contract amendment as indicated below:

| <b>Contractor Name</b>      | <b>Contract Title</b>        | <b>Type</b> | <b>Amendment Amount</b> | <b>New Delegated Authority</b> | <b>Begin Date</b> | <b>End Date</b> |
|-----------------------------|------------------------------|-------------|-------------------------|--------------------------------|-------------------|-----------------|
| Catholic Community Services | Low Income Energy Assistance | Expense     | \$830,000               | \$1,300,000                    | 10/1/2020         | 9/30/2022       |

**ADOPTED** this 12<sup>th</sup> day of October, 2021.

  
\_\_\_\_\_  
Joe Berney, Vice Chair  
Lane County Board of Commissioners

## SOLE SOURCE FINDING (#21146)

Contract title: Low Income Energy Assistance

Contractor: Catholic Community Services

Contract amount: \$830,000 (FFY 22)

Submitted By: Collette Christian, PSC

Date: 10/12/2021

**A. BASIS OF EXEMPTION.** For some types of goods or services, there may be only one vendor available, for reasons such as acquiring parts or service for proprietary systems or equipment, necessity for compatible software or technology, a need to maintain warranties, or a lack of competing vendors. Pursuant to ORS 279B.075, Lane County has adopted a process to exempt such contracts from the requirements of competitive selection.

### B. RULES

1. In accordance with Section 20.315 of the Lane Manual, a sole source finding may be based upon any one or more of the following:
  - a. That the efficient utilization of existing goods requires acquisition of compatible goods or services;
  - b. That the goods or services are required for the exchange of software or data with other public or private agencies and are available from only one source;
  - c. That the goods or services are for use in a pilot or an experimental project; or
  - d. Other findings that support that the goods or services are available from only one source.
2. The authority to make a sole source finding is granted in LM 20.315(2) as follows:
  - a. For contract amounts of \$50,000 and less, to each department director.
  - b. For contract amounts of \$100,000 and less, to the County Administrator.
  - c. For contract amounts in excess of \$100,000, to the Board of County Commissioners. For such contracts in excess of \$100,000, a notice must be published on the Lane County website and an opportunity for protest given, in accordance with LM 20.315(2)(c).

### C. DESCRIPTION OF THE BASIS FOR THIS FINDING

This contractor has provided energy assistance services in the Eugene/Springfield Metro Area as well as North and East Lane County since 2007. The services provided have

been consistent and the contracts properly completed. The County issued an RFP, #21125, in August of this year to continue the low-income energy services in these four geographic areas, with the provision that respondents could reply offering services in all four areas, or in only either Eugene/North Lane or Springfield/East Lane. The offered funding was split \$481,820 (Eugene/North) and/or \$348,180 (Springfield and East, for FFY 22. There was no response to RFP #21125.

Based upon this lack of response, the Human Services Division of the County Department of Health & Human Services (H&HS), then approached the current services provider, Catholic Community Services, which Agency agreed to continue to provide these services in all four of the requested geographic areas. H&HS published a Notice of Intent to see this Sole Source Designation and to award a contract extension to Catholic Community Services. No protest of these actions was received.

D. FINDINGS

1. Catholic Community Services has provided low-income energy support payment screening and program management services in Eugene/Springfield, East and North Lane County since June, 2007.
2. There has never been competition for these services, the sole respondent has consistently been Catholic Community Services.
3. This request is not based upon an emergency, but rather on the need to utilize resources efficiently and effectively. There is no other provider of these services. This service contract does not produce substantial revenue for the provider. These services, whether in the Metro area or in small communities, are consistently provided by CBOs dedicated to improving the lives of low income residents of their areas.
4. Health & Human Services posted a Notice of Intent to issue a Sole Source contract to ensure that there was no opposition to the designation nor the contract issuance.

**APPROVED BY:**

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Signature

Date

Joe Berney, Chair

Lane County Board of Commissioners

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Title

A COPY OF THIS EXECUTED FORM MUST BE PLACED IN THE CONTRACT FILE