



SINGLE SOURCE/SOLE SOURCE JUSTIFICATION

Purchasing and Services Division

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Instructions: Use this form whenever a specific product or services is required and no other acceptable alternatives is available and/or suitable. Please submit this form to the Purchasing Division **completed with the approval of the City Manager or Assistant City Manager.**

Section 1: Type of Justification – Check ONLY ONE BOX below.

- ☒ **SINGLE SOURCE JUSTIFICATION:** Item or services being requested has unique performance features not found in other items but is available on the open market from multiple sources. Specific brand or manufacturer is required to complete task but it can be obtained from more than once source at the time.
- ☐ **SOLE SOURCE JUSTIFICATION:** Item or services being requested has unique performance features not found in other items **and is available only from a single manufacturer or from single dealer with exclusive distribution rights.**

Section 2: Required Information

All questions below must be fully completed to support a sole brand or sole source procurement. Attach any additional information to expand justification.

1. What is the particular product/services and the vendor chosen?

Nelson\Nygaard Consulting Associates (Nelson\Nygaard) is being recommended to provide specialized paratransit services in the form of a comprehensive evaluation of Hayward Operated Paratransit (HOP) program. Nelson\Nygaard will evaluate existing conditions and HOP services to ensure compliance, identify needs and service gaps, and identify initial implementation processes.

2. What are the unique performance features of the product/service you have specified that are not available from any other source? Be specific.

Nelson\Nygaard serves as consultants to the Alameda County Transportation Commission (Alameda CTC), supporting a range of transportation services and programs to support access throughout the county, including public transit, ADA paratransit, city-based paratransit programs, and organizations that provide volunteer drivers and/or training on how to travel using these services.

3. Why are these specific performance features required to perform its intended function? Explain why the design/performance features are essential.

As the consultant supporting Alameda CTC's accessible transportation services available in Alameda County, Nelson\Nygaard is uniquely positioned to support local jurisdictions who administer city-based paratransit programs, such as the City of Hayward. The Nelson\Nygaard team has expertise in the management and oversight of transportation services and programs that support seniors and people with disabilities, including: public meeting facilitation and coordination; administration and coordination of local, regional, state and federal grant funding; outreach and information services; coordination with partner agencies; development and management of countywide initiatives; and technical assistance.

4. Explain efforts made to obtain best possible price. What is the anticipated cost for this purchase? Why do you consider the price to be fair and reasonable?

Nelson\Nygaard will work with staff to prepare a detailed budget reflecting time and materials, but the initial scope of work include the following items and cost estimates:

- Evaluate existing conditions - \$20,000
 - Description and demographics of Hayward and surrounding unincorporated areas
 - Description of existing transportation options – City and non-City, and performance
 - Special focus on unincorporated areas, e.g. what is outside of East Bay Paratransit Service area
 - Funding landscape
- Peer reviews of relevant programs - \$6,000
 - What do these tell us about options and best practices?
 - Discuss with staff in small training meeting/workshop
- Community engagement - \$30,000
 - Determine methods – survey, social media? Workshops/open houses? Set up TAC?
 - Attend existing stakeholder meetings, online? In-person?

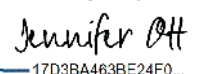
- Identify needs and gaps from prior tasks - \$14,000
 - Match strategies to needs
 - Develop strategies and prioritize, stakeholders involved in prioritization?
- Identify initial implementation processes - \$20,000
 - Marketing and outreach
 - Modifications/improvements to existing programs/policies
 - Development/launch of new programs
 - Plan to set up performance metrics and monitoring systems
 - Final report

5. What other comparable products or services are available and why were they rejected and does not meet the department's needs? State specific reasons to include manufacturer, brand name, model and vendor name.


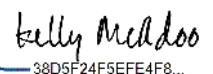
Nelson\Nygaard is uniquely positioned to provide services having direct knowledge of both the City's existing Paratransit Program as well as extensive stakeholder input from involvement with Paratransit Advisory and Planning Committee (PAPCO) and related advocacy on behalf of seniors and people with disabilities.

Section 3: Certification

I am aware of the requirement for competitive bidding and the established criteria for justification of sole source purchases. As an authorized department representative, I have gathered the required technical information and have made a concentrated effort to review comparable products and services for this purchase.

Requestor – Print Name:	Monica E. Davis, CSD Manager	Date:	August 17, 2022
Department Head Signature:	 <small>DocuSigned by:</small> <small>17D3BA463BE24F0...</small>	Department:	Community Services Division – Office of the City Manager

Section 4: Approval/Endorsement

Director of Finance	 <small>DocuSigned by:</small> <small>87DE996A10944/</small>	Dustin Claussen	Date: 8/18/2022
City Manager/Asst	 <small>DocuSigned by:</small> <small>38D5F24F5EFE4F8...</small>	Kelly McAdoo	Date: 8/18/2022

Revised 08/07/15