



**CITY OF FORT WORTH  
CHAPTER 252 EXEMPTION FORM**

Instructions: Fill out the entire form with detailed information. Once you have completed this form, provide it to the Purchasing attorney for review. The attorney will review the information you have provided to determine whether an exemption to Chapter 252's bidding requirements is defensible. If you are printing this form to provide to Legal, please do not provide the Primer portion. Failure to provide sufficient information may result in follow up questions and cause a delay in the attorney's determination.

**Section 1: General Information**

Requesting Department: Neighborhood Services

Name of Contract Manager: Tara Perez

Department's Attorney: Leslie Hunt

Item or Service sought: Homeless system support

Goods: ☐

Service: ☒

Anticipated Amount: \$934,491

Vendor: DRC-Solutions, Tarrant County Homeless Coalition, When We Love

Current/Prior Agreement for item/service: Yes ☒ No ☐

CSC or Purchase Order #: DRC-Solutions-Docs – 54525, TCHC-CoC – 54510, TCHC-DCSF 54548, TCHC-Nav 54479, When We Love - 60388

Amount: DRC-Docs \$150,000, TCHC-CoC \$84,491, TCHC-DCSF \$350,000, TCHC-Nav \$150,000, When We Love - \$200,000

Projected M&C Date: June 11, 2024

How will this item or service be used? Homeless System Support – These are several services that the City funds to strengthen and support the homeless crisis response system. Specific services: Critical Document Services provided by DRC help people experiencing homelessness order a driver's license, birth certificate, Social Security card, etc. that are necessary for housing and/or employment. Tarrant County Homeless Coalition is funded for a

data analyst position supporting the Continuum of Care (CoC) in being able to accurately report performance to evaluate and shape funding decisions. Tarrant County Homeless Coalition also oversees the Direct Client Service Fund (DCSF) which provides one-time funding for people with a housing program match that doesn't cover all necessary move in expenses and provides bus tickets to reunite someone with their family in a different city, etc. Tarrant County Homeless Coalition also provides mobile navigation services which allow assessments and connections to services for those experiencing unsheltered homelessness. When We Love provides staffing for a cold weather emergency shelter when the weather meets certain triggers and there are no regular emergency beds available.

Has your department started a requisition or otherwise contacted the Purchasing Division related to obtaining this good/service?      Yes      ☐      No      ☒

If yes, please provide requisition number or brief explanation of contact with Purchasing Division: N/A

## **Section 2: Claimed Exemption and Justification (Other than sole source)**

NOTE - For a claimed sole-source exemption, only complete Section 3.

Please indicate the non-sole-source exemption you believe applies to the purchase and provide information to support its applicability. Please refer to the Exemption Primer for detailed information about common exemptions:

- ☐ A procurement necessary to preserve or protect the public health or safety of the City of Fort Worth's residents;
- ☐ A procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- ☒ A procurement for personal, professional, or planning services;
- ☐ A procurement for work that is performed and paid for by the day as the work progresses;
- ☐ A purchase of land or a right-of-way;
- ☐ Paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;

- ☐ A public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
- ☐ A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;
- ☐ Personal property sold:
  - at an auction by a state licensed auctioneer;
  - at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
  - by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or
  - under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;
- ☐ Services performed by blind or severely disabled persons;
- ☐ Goods purchased by a municipality for subsequent retail sale by the municipality;
- ☐ Electricity; or
- ☐ Advertising, other than legal notices.

Please provide details and facts to explain why you believe the exemption applies to the purchase. You may also attach documentation to this form. There are several different professional services provided to support the homeless crisis system. One service is obtaining critical documents. The specialists work with many different agencies in Texas and other states to assist clients in obtaining needed identification and benefit documents. The professional service provided by the Tarrant County Homeless Coalition Continuum of Care support contract is data analysis. It is critical the system, including the City, make the best possible data-driven decisions which drive current and future investments in the system. The professional service provided by the Tarrant County Homeless Coalition's Direct Client Service Fund is to refer clients to the appropriate intervention/resource and understand how to leverage their existing resources to be able to quickly move them into housing. Navigation is the professional service provided by Tarrant County Homeless Coalition which subgrants with DRC Solutions to provide 2 fulltime mobile navigators. These navigators are embedded with Police's HOPE Team and Fire's HOPE team so that when people experiencing unsheltered homelessness are encountered – they can assist with housing assessments, obtaining documents, verifying disability and chronicity etc. The professional service provided by When We Love is the operation of the City's cold weather emergency shelter operations – having staff available and on standby, preparing the space, welcoming guests, assisting guests with requests etc.

### **Section 3: Claimed Sole-Source Exemption and Justification**

NOTE - For any non-sole-source exemption, complete Section 2.

Please indicate the sole-source exemption you believe applies to the purchase and provide information to support its applicability. Please refer to the Exemption Primer for detailed information about common exemptions

- ☐ \*A procurement of items that are available from only one source, including:
- items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
  - films, manuscripts, or books;
  - gas, water, and other utility services;
  - captive replacement parts or components for equipment;
  - books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
  - management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;

How did you determine that the item or service is only available from one source?

N/A

Attach screenshots and provide an explanation of any independent research you conducted, through internet searches, searching cooperatives, or discussions with others knowledgeable on the subject matter that corroborate that the item is available only from a single source.

N/A

Did you attach a sole source justification letter? ☐ Yes ☒ No

Describe the uniqueness of the item or service (e.g. compatibility or patent issues, etc.). N/A

#### **Section 4: Attorney Determination**

With the facts provided by the department, is the use of the claimed exemption defensible if the City were to be challenged on this purchase? ☒ Yes ☐ No.

Was there anything attached to this form that was relied on in making this determination? ☐ Yes ☒ No.

If yes, please explain: N/A

Was there anything not included on this form or attached hereto that was relied on in making this determination? ☐ Yes ☒ No.

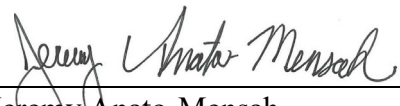
If yes, please explain: N/A

Will the standard terms and conditions apply? ☒ Yes ☐ No.

Will the contract require special terms? ☐ Yes ☒ No.

Will the contract require review by the department attorney? ☒ Yes ☐ No.

**Approved By:**

  
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Jeremy Anato-Mensah  
Assistant City Attorney

Date: 04/27/2024