



**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: Rapid Rehousing Case Management

Goods: ☐

Service: ☒

Anticipated Amount: \$270,542

Vendor: Center for Transforming Lives and SafeHaven of Tarrant County

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

CSC or Purchase Order #: CTL – 54547, SafeHaven - 54584

Amount: CTL - \$167,418, SafeHaven - \$103,124

Projected M&C Date: June 11, 2024

How will this item or service be used? Rapid Rehousing – These contracts are both with providers of rapid rehousing services for families (CTL) and domestic violence survivors (SafeHaven). The funds are for largely for case management.

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. Rapid rehousing takes households out of homelessness and puts them into housing. The professional service being provided is case management – listening to client to develop a client-driven service plan and working with client to follow that plan. Case managers assist clients in: locating and applying for an apartment unit, connecting to appropriate resources, providing referrals, advising on ways to increase income as well as many other services in order to ensure the household remains housed and becomes self-sufficient.

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:



Jeremy Anato-Mensah
Assistant City Attorney

Date: 04/27/2024