



SOLE SOURCE JUSTIFICATION FORM

Department:	Student Services
Prospective Contractor:	Trillium Family Services
Cost:	18,500

OVERVIEW

This form addresses the writing findings requirement of Parkrose School District contracting rules found in [Parkrose School District Board Policy DJC, DJC-AR](#), DOJ Model Rule [137-047-0275](#) and Federal Procurement Guidelines.

Use this form for purchases or contracts that exceed \$10,000 and are available from only one source.

Will Federal Funds be used for this purchase? Yes No

SUBMISSION INSTRUCTIONS

To satisfy the written findings requirements for justification of sole source procurements, please follow the instructions listed below:

1. Please fill in all applicable fields.
2. Ensure all appropriate department signatures are obtained.
3. Submit the completed "Sole Source Justification Submission Form" to Business Services at the District Office.

SOLE SOURCE JUSTIFICATION SUBMISSION FORM

Describe the goods or services to be purchased:

Trillium Family Services will provide one day a week of therapeutic services and case management at the middle school. This also includes access referrals to psychiatric services when necessary as well as other access to Trillium services.

For the reason(s) below, this purchase cannot reasonably be competitively solicited:

The efficient use of existing goods or services requires our purchasing compatible goods or services, and there is a single provider for those goods and services. Describe:

Trillium Family Services is the only provider that is working in schools that can do a combination of Oregon Health Plan and district subsidized mental health services.

The goods or services required for the exchange of software or data with other public or private agencies are only available from only one source. Describe:

The goods or services are for a pilot or experimental project. Describe:

Other findings. Describe other factors that support the conclusion that the goods or services are available from only one source:

Knowledge of mental health agencies in the county, and services that are provided by other agencies are agency based, which may create barriers for families/students. In addition, by supplementing the OHP services, any student can access this service with an intake from the therapist.

What unique features/functionality is required that only this source can provide?

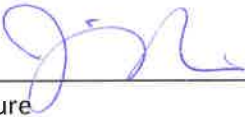
In school therapeutic services, also will meet with any students, OHP, private pay or no insurance.

What steps were taken to verify that goods or services with similar features and functionality are not available from other sources?

Conversations with other providers, service model review.

My recommendation for this sole source procurement is based upon an objective review of the goods and services required and is in the best interest of the District.

I certify that I have no conflict of interest in making this recommendation.



Signature

Julie Sams

Printed Name of Dept. Contract Manager

12/15/21

Date



Signature

Sharie Lewis, CPA

Printed Name (Director of Business Services & Operations)

12/15/21

Date

BUSINESS SERVICES USE ONLY

Public notice required >\$10,000 (Parkrose Policy DJC, DJC-AR, 279B.055(4)) at least 7 days before close date.

Method of Advertisement: Oregon Buy 5-P26603-00001679

Date of Advertisement: 1/6/2022