



DENTON COUNTY DEPARTMENT OF EMERGENCY SERVICES

Fire Marshal • Homeland Security • Emergency Management

Eric M. Gildersleeve
Emergency Management Coordinator



3900 Morse Street, 2nd Floor. • Denton, Texas 76208 • (940) 349-2840 • FAX (940) 349-2841

To: Scott Arledge, Director of Purchasing
From: Eric Gildersleeve, Emergency Management Coordinator
CC: Jody Gonzalez, Deputy County Administrator - Operations
Date: March 25, 2021
RE: Novel Coronavirus SARS-CoV2 (COVID-19) Exigent Circumstances for Large Procurement

This memorandum is a justification of Exigent Circumstances for a non-competitive procurement of items related to the Novel Coronavirus (COVID-19). These items will provide the most benefit to the residents of Denton County if purchased and delivered without having to wait for a multi-week/month procurement process. The justifications below are the recommended elements from the Federal Emergency Management Agency (FEMA).

1. Identify which of the four circumstances listed in 2 C.F.R. § 200.320(f) justify a noncompetitive procurement:

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

2. Provide a brief description of the product or service being procured, including the expected amount of the procurement.

- Procurement of food and snacks for the rehabilitation of staff and volunteers at COVID Vaccination Sites through a non-profit vendor. The vendor is providing the staff and covering the cost of preparation and serving of the food items. The cost for this is estimated on a period of eight weeks at a total cost of \$72,000.

3. Explain why a noncompetitive procurement is necessary. If utilizing the exigency/emergency exception, the justification should explain the nature of the public exigency or emergency, including specific conditions and circumstances that clearly illustrate why procurement other than through noncompetitive proposals would cause unacceptable delay in addressing the public exigency or emergency. (Failure to plan for transition to competitive procurement cannot be the basis for continued use of noncompetitive procurement based on public exigency or emergency).

- This procurement is requested under “exigent” circumstances due to the Novel Coronavirus (COVID-19) a globally declared pandemic by the World Health Organization, the President of the United States, the Governor of Texas, and the Denton County Judge and Commissioner’s Court.

- CoServ has been providing food and snacks for volunteers at the COVID 19 Vaccine Clinic at no cost for clinics through March 19, 2021. This has become cost prohibitive for CoServ. CoServ has agreed to continue to prepare and serve the food at no cost, if DC will pay the actual cost of the food. The exigency circumstance is to provide uninterrupted service at the clinic as there is not time to issue a bid for the same exact service. These services with DC providing reimbursement for the food and snacks begins March 23, 2021. The County Judge authorized the use of CARES Act/FEMA PA Funds on March 23, 2021 and a PO will be issued in the amount of \$72,000 to cover the actual cost of the food and snacks.

4. State how long the noncompetitively procured contract will be used for the defined scope of work and the impact on that scope of work should the noncompetitively procured contract not be available for that amount of time (e.g., how long do you anticipate the exigency or emergency circumstances will continue; how long will it take to identify your requirements and award a contract that complies with all procurement requirements; or how long would it take another contractor to reach the same level of competence).

- The noncompetitively procured purchases of food items will be made as needed to cover the vaccinations site as deemed to be appropriate. The scope of work is to procure food that will aid in our response to COVID-19, the normal procurement process will prevent obtaining the food within a reasonable amount of time during a period where it is needed. We anticipate the exigent circumstances to continue until rescinded by the President of the United States.

5. Describe the specific steps taken to determine that full and open competition could not have been used, or was not used, for the scope of work (e.g., research conducted to determine that there were limited qualified resources available that could meet the contract provisions).

- CoServ is a great example of a public-not-for-profit partnership where a need to provide immediate food for rehabilitation needs of staff and volunteers existed. While food could have been ordered on an as-needed basis from area fast-food or catered service providers, it would not have the flexibility that exists currently with a non-profit partner. CoServ has had the ability to scale up and scale down their support with a simple phone call and has met our needs even through the Severe Winter Weather event that affected all of Texas.

6. Describe any known conflicts of interest and any efforts that were made to identify possible conflicts of interest before the noncompetitive procurement occurred. If no efforts were made, explain why. If a conflict of interest is unavoidable, such as due to exigent/emergency circumstances, explain how it was unavoidable and any steps taken to address the impact of that conflict of interest.

- There are no conflicts of interest with the product requested. We are purchasing from any vendor that meets the SAM.GOV and DUNS registration requirements that can deliver products in a timely fashion.

7. Include any other information justifying the use of noncompetitive procurement in the specific instance.

- On March 17, 2020 FEMA released a memorandum titled "Procurement Under Grants Conducted under Emergency or Exigent Circumstances for COVID-19" and it states; "The President's unprecedented Nationwide Emergency Declaration, and the Secretary of Health and Human Services' (HHS) declaration of a Public Health Emergency for



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COVID-19 establish that exigent and emergency circumstances currently exist. For the duration of the Public Health Emergency, which began January 27, 2020 as determined by HHS, local governments, tribal governments, nonprofits, and other non-state entities may proceed with new and existing noncompetitively procured contracts in order to protect property and public health and safety, or to lessen or avert the threats created by emergency situations for 1) Emergency protective measures under FEMA's Public Assistance Program and 2) Use of FEMA non-disaster grant funds by non-state recipients and sub-recipients to respond to or address COVID-19."

This memorandum serves to justify the Denton County procurement of Personal Protective Equipment (PPE) as it relates to an exigent circumstance.

Respectfully,

A handwritten signature in black ink, reading "Eric M. Gildersleeve".

Eric M. Gildersleeve