

ATTACHMENT # \_\_\_\_\_  
**Sole Source Purchases Determination**  
**Affordable Housing Contract Services - \$20,000 - July 1, 2022**

---

**BACKGROUND:** The City of Capitola Purchasing and Procurement policy (Administrative Policy III-4) requires three telephone quotes, whenever feasible for purchases between \$5,000 - \$25,000. The Policy also requires a formal RFP bid procedure for purchases over \$25,000. The policy provides conditions for Sole Source (Section II) purchases that are exempt from the competitive process.

**DISCUSSION:** The contract with **Carolyn Flynn**, in the amount of **\$20,000**, dated **July 1, 2022**, is a qualified sole source purchase within the City Administrative Policy III-4 Section II.

**Materials, Supplies & Equipment:**

\_\_\_\_\_ (a) Definition. Sole source purchases are used where no secondary source is reasonably available precluding the use of a competitive process.

**Consultant or General Services:**

  X   (a.) In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow- up work without solicitations from other firm upon written justification and recommendation of the department head and approval by the City Manager or designee.

\_\_\_\_\_ (b.) If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the department head and approval by the City Manager or designee.

\_\_\_\_\_ (c.) Upon those infrequent occasions when confidence in the consultant and quality of service are important.

---

Dept Head

Date

---

City Manager

Date