



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *June 10, 2025*

DATE: April 21, 2025

TO: Board of County Commissioners

FROM: Ryan Gustafson, Director, Human Services Agency
(775) 785-8600, rgustafson@washoecounty.gov

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to approve a Sole Source Waiver and execute a contract with Catholic Charities of Northern Nevada to provide food services at the Nevada Cares Campus for an initial term of twelve (12) months commencing July 1, 2025 to June 30, 2026 in an amount not to exceed [\$400,000], with the provision for up to four (4), one (1) year renewals; and if approved, authorize the Purchasing and Contracts Manager to execute the Agreement. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Human Services Agency is requesting to approve a Sole Source Waiver and execute a contract with Catholic Charities of Northern Nevada to provide food services at the Nevada Cares Campus for an initial term of twelve (12) months commencing July 1, 2025 to June 30, 2026 in an amount not to exceed [\$400,000], with the provision for up to four (4), one (1) year renewals; and if approved, authorize the Purchasing and Contracts Manager to execute the Agreement.

Washoe County Strategic Objective supported by this item: Vulnerable Populations

PREVIOUS ACTION

No previous action

BACKGROUND

Washoe County Nevada Cares Campus (NCC) is a low barrier emergency shelter intended to provide individuals experiencing homelessness with basic services including congregate and individual sleeping accommodations, day use, restrooms, handwashing facilities, showers, trash disposal, property storage, pet accommodations, and meals. NCC's goal is to meet participants "where they are at" while supporting housing focused goals.

AGENDA ITEM # _____

Among other critical services, NCC provides daily lunch and dinner to all program participants, seven days per week, 365 days per year. The Human Services Agency is requesting approval of an agreement with Catholic Charities of Northern Nevada (CCNN) through which CCNN will provide the staffing (paid and volunteer), food and other items as specified in the agreement necessary to implement this food service program.

A Sole Source Waiver is requested as the procurement method for this agreement. Not only is CCNN well qualified to provide these services, they are also the only entity that is both licensed and also holds the proper authority with the City of Reno to provide this type of meal service.

Reno Municipal Code 18.03.303(a)(2.) details the requirements for an entity providing public meals within the city limits, which collectively establish a sole source circumstance. Among other provisions, code requires that such a provider must be associated with an on-site homeless shelter and must be licensed by the City. It further states that only one public meal provider may be licensed to operate within the city limits. Catholic Charities of Northern Nevada is this single licensed provider.

Human Services Agency contracts with other meal vendors to provide meal services for Seniors and the Our Place campus. Pricing under this contract is in alignment with these other contracts.

FISCAL IMPACT

Should the Board approve this agreement there will be no additional impact to the FY26 Human Services Agency, Homelessness Fund (F223) adopted budget as there is sufficient authority in cost center 223410 (Cares Campus) in General Ledger 710100 (Professional Services).

RECOMMENDATION

Recommendation to approve a Sole Source Waiver and execute a contract with Catholic Charities of Northern Nevada to provide food services at the Nevada Cares Campus for an initial term of twelve (12) months commencing July 1, 2025 to June 30, 2026 in an amount not to exceed [\$400,000], with the provision for up to four (4), one (1) year renewals; and if approved, authorize the Purchasing and Contracts Manager to execute the Agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"Recommendation to approve a Sole Source Waiver and execute a contract with Catholic Charities of Northern Nevada to provide food services at the Nevada Cares Campus for an initial term of twelve (12) months commencing July 1, 2025 to June 30, 2026 in an amount not to exceed [\$400,000], with the provision for up to four (4), one (1) year renewals; and if approved, authorize the Purchasing and Contracts Manager to execute the Agreement."