Purchasing Department
160 N. Main, Suite 1109
Memphis, TN 38103
(901) 545-4360
Fax: (901) 545-3999

Shelby County Tennessee

A C Wharton, Jr., Mayor

Memo

To: Honorable A C Wharton, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: November 14, 2007

Re: Single/Sole Source- Memphis Health Center

Memphis-Shelby County Health Department desires to enter into an agreement with Memphis Health Center to provide services in connection to Women, Infants and Children (WIC) program. Memphis Health Center is the only facility in the 38106 area capable of providing these services.

The Women, Infants and Children Program (WIC) provides services in zip code 38106 that include nutritional education and breastfeeding promotion services and implementation of a uniform food delivery system, the Tennessee WIC voucher system for distribution of supplemental food which includes vendor contracts and monitoring prescribe by the State. These services were subcontracted in 1994 to the Memphis Health Center through the Memphis and Shelby County Health Department. At that time, in that area as it is now, the need for the WIC food program was demonstrated through a community assessment that revealed no other agency present in that area to support that need.

Memphis Health Center was/is a fully established Primary Health Care facility that was/is equipped to provide WIC services to the 38106 population and fully agreed to accept a subcontract for provision of WIC services in the 38106 area. This subcontract fulfills the need for services that otherwise would not be available to 38106 participants due to lack of available facilities in that area

Please approve or disapprove this single/sole source request by signing in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 11/27/07

A C WHARTON, JR., MAYOR

Purchasing Department
160 N. Main, Suite 550
Memphis, TN 38103
(901) 545-4360
Fax: (901) 545-4531

Shelby County Tennessee

A C Wharton, Jr., Mayor

Memorandum

To: Johnathan Russell,
Administrator of Finance
MSCHD

From: Clifton Davis, Administrator
Purchasing Department

Date: November 20, 2007

Re: Single/Sole Source - Memphis Health Center

Mayor Wharton has approved the Memphis Health Center as a single/sole source to provide services in connection to Women, Infants and Children (WIC). I have enclosed a copy of the executed sole source document.

If you have any questions, let me know.

CD/shw

Enclosures

cc: Fred Jones, Assistant County Attorney