

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information

Department:	Org Code:	
51-Social Services	5130	
Contact Name:	Subobject:	User Code:
Alexxa Lotze		
Telephone:	Fax:	
(530)642-4860	(530)626-7427	


Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
Whole Person Learning, Inc.	11816 Kemper Rd, Auburn, CA 95603
Contact Name:	
Christina Nicholson	Joseph Nicholson
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$150,000.00	wplcep@pacbell.net
Telephone:	Fax:
Office: (530)823-2499; Cell: (530)558-5355	


Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

The Transitional Housing Program (THP) provides services to help young adults who are eighteen (18) through twenty-four (24) years of age, inclusive, to secure and maintain housing with priority given to young adults currently or formerly in the foster care or probation systems. The program also provides a way to identify and assist with housing services for this population in the community, assist the with securing and maintaining housing, improve coordination of services and linkages to community resources, and provide engagement in outreach and targeting to serve those with the most severe needs. Health and Human Services currently contracts with Whole Person Learning, Inc. for the provision of THP services. HHSA originally contracted with Whole Person Learning, Inc. back in 2021 for the provision of THP services (03/2021 to current). HHSA has clients receiving services from Whole Person Learning and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults. HHSA respectfully requests a competitive selection waiver for the provision of THP services provided by Whole Person Learning, Inc.

Department Head:


Olivia Byron-Cooper (Mar 24, 2025 17:42 PDT)
Signature

Purchasing Agent:


Michele Wetmer (Mar 25, 2025 09:39 PDT)
Signature

Board of Supervisors:

Date:	
Item:	

P&C Assignment:

Assigned To:	
Date:	

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

For the Transition Housing Program (THP), pursuant to Item 2240-102-0001 of Section 2.00 of the Budget Act of 2022, (Chapter 249 of the Statutes of 2022) and Chapter 11.7 (commencing with Section 50807) of Part 2 of Division 31 of the Health and Safety Code (HSC), HCD shall allocate funding to counties for the provision of THP services. Funds shall be used to help young adults who are eighteen (18) to twenty-four (24) years of age secure and maintain housing with priority given to young adults formerly in the state's foster care or probation systems. Use of funds may include, but are not limited to: 1) Identifying and assisting housing services for this population in the community; 2) Assisting this population to secure and maintain housing; 3) Improving coordination of services and linkages to community resources within the child welfare system and the Homeless Continuum of Care; and 4) Providing engagement in outreach and targeting to serve those with the most severe needs. HHSA applies for and receives the THP allocation from the California Department of Housing and Community Development (HCD) as part of the Transitional Age Youth (TAY) Program which encompasses programs to prevent homelessness and secure and maintain housing for young adults. HHSA has contracted with Whole Person Learning, Inc. for the provision of THP services effective 05/2021. HHSA has determined that the THP program and funding is vital to meet the needs of emancipated foster youth in their quest to become self-sufficient. HHSA has clients receiving services from Whole Person Learning for the provision of THP services, and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults.

2. Provide the background of events leading to this acquisition.

11/09/2021: 21-1545 = Resolution #139-2021 Acceptance of CA HCD THP Round 3 Allocation Award.
01/03/2023: 22-2183 = Resolution #004-2023 Acceptance of CA HCD THP Round 4 & HNMP Round 1 Allocation Award.
12/12/2023: 23-1976 = Resolution #187-2023 Acceptance of CA HCD THP Round 5 & HNMP Round 2 Allocation Award.
12/10/2024: 24-1817 = Resolution #220-2024 Acceptance of CA HCD THP Round 6 & HNMP Round 3 Allocation Award.

05/10/2021: Agreement for Services #5446, Original Agreement, Whole Person Learning, Inc. THP
11/23/2021: Agreement for Services #5446, 1st Amendment, Whole Person Learning, Inc. THP
04/29/2022: Agreement for Services #5446, 2nd Amendment, Whole Person Learning, Inc. THP
04/04/2023: Agreement for Services #5446, 3rd Amendment, Whole Person Learning, Inc. THP
10/13/2023: Agreement for Services #8064, Original Agreement, Whole Person Learning, Inc. THP
TBD-----: Agreement for Services #8064, 1st Amendment, Whole Person Learning, Inc. THP

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

The THP funds housing case managers who will assist young adults with their pursuits of locating and maintaining available housing and overcoming barriers to locating housing. HHSA has contracted with Whole Person Learning, Inc. for the provision of THP services effective 05/2021. HHSA has determined that the THP program and funding is vital to meet the needs of emancipated foster youth in their quest to become self-sufficient. HHSA has clients receiving services from Whole Person Learning for the provision of THP services, and transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

Disapproval of Amendment I to Agreement for Services #8064 with Whole Person Learning, Inc. will result in disruption of THP services currently being provided to emancipated foster and probation youth/HHSA clients and will significantly diminish HHSA's ability to refer future clients for THP.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

An effort to identify other goods/services was not performed as HHSA has clients receiving services from Whole Person Learning, Inc. for the provision of THP services. Transitioning these young adults to another service provider could be detrimental to their independent living/treatment program. Continuing services with Whole Person Learning, Inc. is the best option to ensure consistent and continual independent living/treatment for these young adults. Additionally, HHSA has determined, in accordance with County Ordinance Section 3.13.030, paragraph (B), that this contract may be awarded to Whole Person Learning, Inc. for THP services because they possess specialty skills and qualifications not expressly identified in County classifications that are involved in the performance of the work.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

Whole Person Learning, Inc. charges \$2,202/month for the total administration of all THP services per participant. The average annual salary for a Housing Case Manager in the United States is \$40,000/year which is approximately \$3,333.33/month. Given this information, the prices offered by Whole Person Learning, Inc. for the THP services appears to be fair and reasonable as the cost of the Housing Case Manager alone exceeds what they are charging the county.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

N/A.