

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

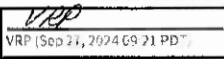

Department: 22-District Attorney	Org Code: 2200000
Contact Name: Justene Cline	Subobject: 6045
Telephone: 530-621-5640	User Code: 22CALOESUV
	Fax: N/A

Required Supplier / Vendor Information

Vendor / Supplier Name: Future Chevrolet	Vendor / Supplier Address: 4811 Madison Ave. Sacramento, CA 95841
Contact Name: Adrian Moreno	
Estimated Purchase Price/Contract Amount: \$43,881.40	Vendor / Supplier Email Address: amoreno@futurechevyofsac.com
Telephone: 916-212-6595	Fax:

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 District Attorney's Office is requesting to purchase a new vehicle (2024 Traverse LS AWD) directly from Future Chevy located in Sacramento, CA. The vehicle will be department owned. The office is in need of a vehicle specifically dedicated to the Victim Witness Unit for direct enhancement of services provided to victims and witnesses under their CalOES Underserved Population (UV) grant program. Per County purchasing policy C-17, section 3.4.3, the office is requesting an exemption for this request primarily due to the matter of a competitive bid producing no economic benefit to the County under this circumstance. Additional details are provided below.

Department Head:	 VRP (Sep 21, 2024 09:21 PDT)
Purchasing Agent:	 Michele Weimer (Oct 3, 2024 09:05 PDT)

LAS
LAS

KWH
KWH

10/03/2024

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.)

County Fleet has been expressed that the lead times of procuring vehicles can range from 1-1 1/2 years at minimum. Due to the expiration of grant funding and time-sensitive nature of the vehicle request, the DA cannot wait for lengthy procurement lead times. To compare pricing among other local dealerships, quotes from several dealerships are attached. Future Chevy (the most economical option) quoted a final price of \$43,881.40. Folsom Chevy quoted a final price of \$45,547.93. Epic Chevy quoted a price of \$44,153.63.

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

The DA VWU currently has an active grant award administered by CalOES for the Underserved/unserved Population (UV) program and has identified savings under the grant funding. The grant cycle ends 12/31/24. CalOES has approved the use of budgeted salary savings under the program to fund a one-time purchase of a vehicle to be strictly dedicated towards enhancing services to victims and witnesses. In order for the vehicle to be eligible under program funding, the vehicle must be received no later than the end of the grant's liquidation period, which is defined as 60 days following the end of the grant cycle. Additional information for the need of this vehicle is provided on the enclosed justification memo.

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

As previously mentioned, Future Chevy has provided the most economical option for procuring a 2024 Traverse AWD within a reasonable time frame, as compared to two other local dealerships.

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

If the department is not approved to make a direct purchase with a local dealership as opposed with going through County Fleet, the department will lose the opportunity to utilize available grant funding that would directly enhance services provided to victims and witnesses with the community.

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.)

Please refer to the response under question #1. Quotes are attached for reference and note the supplier names and information.

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.)

As previously mentioned, a total of three quotes from three different local dealerships are provided to support this claim.

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

By going through Future Chevy, the DA's Office will be able to procure the vehicle significantly sooner than they would if they were to go through County Fleet. They would also be saving money by choosing this vendor over other local dealerships.

Additionally, the department plans to request the Board's approval to purchase/offset the cost of this vehicle using CalOES UV program grant funds, which will result in no impact to Net County Cost.

UV Vehicle Justification Write-up

Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office:

The El Dorado County District Attorney's Office Victim Witness Unserved/Underserved Victim Advocacy and Outreach (EDCDAO VW UV) Program needs a vehicle to enhance the quality and quantity of services provided to crime victims and witnesses. El Dorado County encompasses 1,786 square miles between Sacramento County, California, and the Nevada border in South Lake Tahoe. There are County Courthouses in the two incorporated cities, Placerville and South Lake Tahoe. The District Attorney's Office maintains facilities for the Victim Witness Units in both locations. U.S. Highway 50 runs through El Dorado County, connecting these two cities through a treacherous mountain range that makes travel difficult in inclement weather. Approximately 82.8% of the County's residents live in rural areas, making it difficult for crime victims and witnesses to access available services.

Public transportation options are minimal, and crime victims and witnesses are often faced with traveling long distances to get to imperative court proceedings and frequently lack the resources to do so. Many crime victims and witnesses travel to court proceedings from out of county and even out of state. A dedicated vehicle could enable EDCDAO VW UV Program victim advocates to utilize a trauma-informed approach to transport crime victims and witnesses from the airport or surrounding counties to their court proceedings with confidence and care. For crime victims who have experienced trauma, direct transportation support can alleviate the stress and anxiety associated with attending court hearings, meetings with legal professionals, or accessing support services. By providing crime victims with direct transportation support services, crime victims and witnesses can better engage with the criminal justice system and access resources to aid their recovery. This support ensures that crime victims and witnesses can actively participate in legal proceedings and demonstrates a commitment to addressing their needs and reducing the barriers they may face in seeking justice and support.

A dedicated vehicle would support providing field-based crime victim advocacy services. Field-based services enable direct and personalized support to crime victims who have experienced trauma and victimization. By delivering services directly within the community, the EDCDAO VW UV program can provide tailored services to victims and address their immediate needs and concerns where they are. Field-based services also facilitate a deeper understanding of the unique challenges and dynamics present in the community, enabling victim advocates to offer more effective and culturally sensitive support. Additionally, bringing support directly to crime victims contributes to increased rapport and trust, which fosters a sense of safety and empowerment as they navigate the aftermath of victimization. Overall, field-based crime victim services are essential in ensuring that victims receive comprehensive, accessible, and responsive support in their time of need.

Finally, a dedicated EDCDAO UV Program vehicle will increase opportunities to conduct effective outreach activities. This is especially important in El Dorado County, where resource access is limited. Having a vehicle will enable UV advocates to reach individuals and communities in diverse and rural areas and deliver impactful information about the variety of services available to victims and witnesses of crime.

Currently, our UV program only has one dedicated Spanish-speaking advocate to meet program objectives. Since our office has two locations (Placerville and South Lake Tahoe), the advocate serves both locations and needs a dedicated vehicle to commute between them.

The Victim Witness Unit will specifically use the vehicle purchased to meet the access needs of families by providing transportation for forensic interviews, case meetings, and court dates as needed under the UV program and act as the primary transportation option for the assigned UV advocate. The EDCDAO VW unit has obtained quotes for an all-wheel drive SUV, a large enough vehicle to provide transportation for families that may also need child safety seats for infants or younger children. This all-weather vehicle will allow for all-season travel between our Placerville and South Lake Tahoe offices for all court and advocacy support needs.

Describe the lack of available agency vehicles:

There is currently one available vehicle assigned to the Victim Witness Unit, which was purchased under the 22-23 VWA program. However, other Victim Witness Unit staff often use it for either transportation between the two offices or transportation provided to victims/witnesses. The EDCDAO VW unit is large enough to benefit from an additional vehicle under the UV program, which, as previously mentioned, would be primarily dedicated to the UV advocate to commute between the two DA offices, would allow for additional outreach activities, and most importantly, provide field-based and transportation services for victims and their families.

Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours:

Using personal vehicles for business purposes is discouraged based on Risk Management policies and recommendations.

Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage:

Enclosed are three bids for a 2024 Chevy Traverse, an all-wheel-drive SUV with third-row seating. Of all three bids, Future Chevrolet (Madison Ave. Sacramento) is the most cost-effective option, with a total quoted vehicle purchase price of \$43,881.40. The enclosed budget modification includes this cost. The purchase of a vehicle does bear additional ongoing maintenance costs. It is anticipated that annual vehicle maintenance costs will be about \$6,000. Due to the vacant Victim Witness Program Specialist position under the UV grant, the Unit has identified savings under the current award to fund the one-time vehicle purchase and does not see any issues with funding the ongoing vehicle maintenance costs.



Date/Time: Sep 17, 2024 05:14 PM

Buyer: Angelena Larrigan

Phone: C: (530) 329-1198

Phone:

Address:

Salesperson: Clarence Smith

Placerville, CA 95667

2024 Chevrolet Traverse, Body Type:

Cash	Balance Due
\$ Down	
\$0	\$44,154

MSRP/Retail	\$41,665.00
Selling Price	\$40,665.00
Government Fees	\$41.75
Proc/Doc Fees	\$85.00
Subtotal (Selling Price +	\$40,791.75
Total Taxes	\$3,361.88
Total Balance Due	\$44,153.63
Total Savings + Rebates	\$1,000.00

X

Customer Signature

Date

X

Manager Signature

Date







Sole Source Form_UV Vehicle Future Chevy filled

Final Audit Report

2024-09-30


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