

**CHIEF ADMINISTRATIVE OFFICE**  
**Procurement and Contracts Division**

Date Received
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**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**

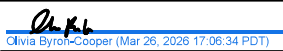

Department: 52-Community Services	Org Code: 5110100	
Contact Name: Christopher Richardson	Subsubject: 	User Code: 
Telephone: (530) 295-6931	Fax: (530) 663-8472	

**Required Supplier / Vendor Information**

Vendor / Supplier Name: Maximus, Inc. (Maximus)	Vendor / Supplier Address: 1600 Tysons Boulevard, Fourteenth Floor, Tysons VA 22102
Contact Name: Edward Mirza	
Estimated Purchase Price/Contract Amount: \$120,000	Vendor / Supplier Email Address: edwardmirza@maximus.com
Telephone: (415) 699-6737	Fax: (844) 356-7500

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:

I am requesting a non-competitive purchase request for renewal Agreement with Maximus, Inc. for benefit advocacy services. The contract is paid for by the Housing and Disability Advocacy Program (HDAP) and fulfills the core program component of benefit advocacy services. This request meets the exemptions to competitive bidding by meeting the criteria outlined in Board Policy C-17 section 3.4.2, subclauses e and f. Disability benefits cases often take years, requiring several appeals before successful award. Should the County contract with an alternate provider after a competitive process the clients with open cases are likely to be negatively affected, potentially having their cases closed without award.

Department Head:	 <small>Olivia Byron-Cooper (Mar 26, 2026 17:06:34 PDT)</small>
	Signature
Purchasing Agent:	 <small>Michele Weimer (Apr 3, 2026 08:40:10 PDT)</small>
	Signature

Board of Supervisors:	
Date:	
Item:	26-0588

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.)

Benefits advocacy is a specialized skill that is not covered by existing County job classifications, yet, is the most important component of the HDAP program. Clients enrolled in the program would be put at severe and unnecessary risk of losing their case should their benefit advocacy provider be changed during the prolonged process. Continuity of services from this provider is essential to the program's success and our ability to serve residents through the HDAP program.

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

The County contracted with Maximus repeatedly since launching the HDAP program to provide benefit advocacy services. As of January 2026 maximus is actively engaged with 22 clients in the benefits advocacy process.

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

Benefits advocacy has historically been done by independent lawyers or firms who take a portion of the award as compensation. Because this program is tailored to unhoused people who are likely eligible for disability, they have additional barriers to completing the complex process of applying and submitting appeals to the Social Security Administration (SSA) without specialized assistance. For example, many are unable to collect vital medical documents and most do not have an address where they can receive mail that often contains appeal deadlines and instructions. Lastly, they cannot afford to pay legal fees and need their full award to achieve housing stability. Maximus's expertise in this unique function and business model solves for both these issues to increase income and provide a pathway to sustainable housing.

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

The program would have to close, prohibiting access for future clients and leaving current clients without the advocacy they need to gain an income and get into stable housing. Program participants are very likely to lose their case if the contract is not renewed or another provider was selected through a competitive process.

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.)

Because continuity of services with this provider is paramount to the success of the program, no other providers have been evaluated since the program launched.

**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.)

A slight rate increase was determined to be fair and reasonable after a negotiation process with HHS management. New rates were deemed to be commensurate with the scope of work and experience needed to complete the program objectives. Invoicing is tied to program activities and outcomes rather than a flat rate. Furthermore, the proposed NTE has been budgeted for with allocated State funds.

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

Without contracting with Maximus the County would have to provide these services in-house in order to continue the program. This would require altering existing classifications or creating a new classification to include these responsibilities. The contract provides a less expensive alternative than staffing, but offers up more flexibility for management to change course if needed.