

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: 04-Treasurer/Tax Collector	Org Code: 0400000	
Contact Name: Beverly Savage	Subject: 4300	User Code:
Telephone: 530-621-5823	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: Hyas Group	Vendor / Supplier Address: 9755 SW Barnes Road, Suite 660
Contact Name: Vincent Galindo	Portland, OR 97225
Estimated Purchase Price/Contract Amount: \$130,000 NTE	Vendor / Supplier Email Address: vgalindo@hyasgroup.com
Telephone: 917-227-1629	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:

Hyas Group investment advisors is currently under contract to provide specialized consulting to the County De regarding 457 deferred compensation plans and agreements, including plan performance review and monitoring. The field of Government defined contribution advisors is highly specialized with few offering services to county governments. Hyas Group has worked with County for one year revising our agreements and has gained expertise that would take many costly hours for a new vendor to gain. BOS Policy C-17, section 3.4 (2) and (5)
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Department Head: *K. Coleman*
Signature

Purchasing Agent: *Laura Schwartz*
Signature

Board of Supervisors:
Date: 06/11/24
Item: 24-0848

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.)

When The Hyas Group was originally contracted, the term of the contract was for one year to review a proposed amendment to a 457 agreement presented by the vendor. The County has been exceptionally pleased with the expertise and advice provided by this vendor and recommends this three year amendment. Future revisions to the deferred compensation plans and agreements are expected and the services of the consultant are required.

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

The consultant was recommended by other county Treasurer-Tax Collectors within California. The consultant is expert in California deferred compensation plans.

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

In the past, the County contracted with law firms to provide these services at a much higher costs.

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

No County department or classification is expert in deferred compensation plans and agreements. The county offers these plans for the benefit of its employees. It is our duty, therefore, to ensure that our plan agreements adequately meet the needs of participants.

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.)

Treasurer-Tax Collector staff conferred with colleagues in counties throughout the state through networking at conferences and through email groups. Hyas Group came highly recommended.

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.)

The former vendor to supply these services had raised their prices to \$580 per hour for the law partner and \$427 per hour for the law associate. Monthly invoices were as high as over \$30,000. The Hyas Group specializes exclusively in deferred compensation and charges a quarterly fee of \$10,300 initially, increasing to \$10,920 in the third year.

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

See above.