

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: 51-Social Services	Org Code: 5130
Contact Name: Brian Michaelson	Subsubject: _____ User Code: _____
Telephone: X6922	Fax: _____


Required Supplier / Vendor Information

Vendor / Supplier Name: MAXIMUS Human Services	Vendor / Supplier Address: 1891 Metro Center Drive Reston Virginia 20190
Contact Name: Edward Mirza	Vendor / Supplier Email Address: edwardmirza@maximus.com
Estimated Purchase Price/Contract Amount: \$250,000	Fax: _____
Telephone: 415-699-6737	

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:

This contract is for Social Security Income (SSI) Screening, Application Assistance, Benefit Maintenance and Retention for foster youth. It is a new contract to replace 4548 which will expire June 30, 2023. The term for this contract will be July 1, 2023 through June 30, 2026. It will be more economical to secure these services from an independent contract than hiring staff as the temporary or occasional nature of the work is not sufficient to warrant addition of permanent staff. The sole source reasoning is tied to reason (f) "the procurement is for goods where the continuity of providers will provide efficiency or critical knowledge, and other providers of the goods cannot provide similar efficiencies or critical knowledge. This vendor has been providing these services to these clients for three years and working with the local Social Security office for three years, giving them valuable relationships and insights.

Department Head: 
Olivia Byron-Cooper (Apr 25, 2023 11:23 PDT)
Signature

Purchasing Agent: 
Signature

Board of Supervisors: _____ P&C Assignment: _____
Date: _____ Assigned To: _____
Item: _____ 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.)

Maximus has a long-standing expertise in comprehensive SSI/SSDI Advocacy. They provide this service to many child welfare agencies in California, but also across the country. They have been providing this service locally for approximately three years. They have developed relationships with our local Social Security Administration for the benefit of our children. Contracting with this provider ensures that our children in foster care are accessing the programmatic and financial benefits they are entitled to.

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

Maximus provided their initial proposal for SSI Advocacy and Management Services for El Dorado County youth in foster care in 2019. Maximizing potential federal money via Social Security Administration benefits offsets the cost of foster care. HHSA's Child Welfare Services program entered into contract with Maximus in 2020 for this vital service. Since that time, other divisions within HHSA have also entered into contract with Maximus for this service to connect our vulnerable clients to the benefits they are entitled to.

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

Maximus has a long-standing expertise in comprehensive SSI/SSDI Advocacy. They provide this service to many child welfare agencies in California, and across the country.

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

Foster youth will not access the financial benefits they are entitled to. This will have a negative impact on the youth, but also a negative fiscal impact as social security benefits are used to offset the cost of care.

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.)

No market research was done, but the rates are consistent with previous contracts with this vendor.

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 rates are consistent with previous contracts with this vendor.

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

Maximus helps HHS access federal funding through SSI and SSDI. HHS can leverage these funds to offset the cost of care. If we don't contract with Maximus we will have youth who don't qualify for these benefits, and effectively spend more money for out-of-home placement. Additionally, these youth may leave foster care with access to this financial benefit which aids them towards future self-sufficiency.