

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:
RJ Counseling (Recovery Journey Counseling)	870 Emerald Bay Rd. Suite 104-4, South Lake Tahoe, CA 96150
Contact Name:	
April Harvey (Chief Executive Officer)	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$350,000.00	aharvey@rjcounseling.com
Telephone:	Fax:
Office: 530-545-0891; Cell: 530-494-9450	Fax: 530-600-3359

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:

CWS is requesting to amend the RJ Counseling contract #7626. RJ Counseling provides multiple services including: Substance abuse treatment, substance abuse testing, domestic violence assessment, anger management program/classes, batterers treatment program/classes, and child abuse prevention program/classes. There are very few substance abuse treatment vendors in the South Lake Tahoe (SLT) area, and RJ Counseling is one of the few vendors in the SLT area that provides all of the above specialized services. HHSA started contracting with RJ Counseling back in 09/2020 under contract #5019 for the provision of substance abuse treatment and related services which was renewed back in 07/2023 under contract #7626. HHSA CWS has clients receiving services from RJ Counseling and transitioning these clients to another service provider could be detrimental to their treatment program. Continuing services with RJ Counseling is the best option to ensure consistent and continual substance abuse treatment and related services for clients. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide. HHSA CWS respectfully requests a competitive selection waiver for the provision of substance abuse treatment and related services provided by RJ Counseling.

Department Head: 
Olivia Byron-Cooper (Apr 10, 2025 20:09 PDT)

Signature

Purchasing Agent: 
Michele Weimer (Apr 16, 2025 09:19 PDT)

Signature

Board of Supervisors:

Date: 7/15/2025

Item: 25-0696

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.)

RJ Counseling provides multiple services including: Substance abuse treatment, substance abuse testing, domestic violence assessment, anger management program/classes, batterers treatment program/classes, and child abuse prevention program/classes. There are very few substance abuse treatment vendors in the South Lake Tahoe (SLT) area, and RJ Counseling is one of the few vendors in the SLT area that provides all of the above specialized services. HHSA CWS has clients receiving services from RJ Counseling and transitioning these clients to another service provider could be detrimental to their substance abuse treatment program. Continuing services with RJ Counseling is the best option to ensure consistent and continual substance abuse treatment and related services for clients. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide.

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

07/23/2020: Agreement for Services #5019, Original Agreement, RJ Counseling
02/26/2021: Agreement for Services #5019, 1st Amendment, RJ Counseling
10/25/2021: Agreement for Services #5019, 2nd Amendment, RJ Counseling

07/18/2023: BOS Agenda Item #23-0849 Regarding Agreement #7626
07/18/2023: Agreement for Services #7626, Original Agreement, RJ Counseling
05/10/2024: Agreement for Services #7626, 1st Amendment, RJ Counseling
TBD-----: Agreement for Services #7626, 2nd Amendment, RJ Counseling

If we continue utilizing RJ Counseling contract #7626 at the same rate, it appears that we are on track to run out of funds before the expiration date of 07/31/2026. Furthermore, we would like to extend the term of the agreement for another three (3) years which would be a total of six (6) years, and the vendor also has a new service that CWS would like to utilize. For these reasons, we are requesting a 2nd amendment to agreement #7626.

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

RJ Counseling provides multiple services including: Substance abuse treatment, substance abuse testing, domestic violence assessment, anger management program/classes, batterers treatment program/classes, and child abuse prevention program/classes. There are very few substance abuse treatment vendors in the South Lake Tahoe (SLT) area, and RJ Counseling is one of the few vendors in the SLT area that provides all of the above specialized services. HHSA started contracting with RJ Counseling back in 09/2020 under contract #5019 for the provision of substance abuse treatment and related services which was renewed back in 07/2023 under contract #7626. HHSA CWS has clients receiving services from RJ Counseling and transitioning these clients to another service provider could be detrimental to their treatment program. Continuing services with RJ Counseling is the best option to ensure consistent and continual substance abuse treatment and related services for clients. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide.

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

Disapproval of Amendment II to Agreement for Services #7626 with RJ Counseling will result in disruption of substance abuse treatment and related services currently being provided to HHSA CWS clients and will significantly diminish CWS's ability to refer future clients for substance abuse treatment.

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 CWS has SLT clients receiving services from RJ Counseling for the provision of substance abuse treatment and related services. Transitioning these client to another service provider could be detrimental to their substance abuse treatment program. Continuing services with RJ Counseling is the best option to ensure consistent and continual substance abuse treatment services for these clients. Additionally, HHSA CWS has determined, in accordance with County Ordinance Section 3.13.030, paragraph (B), that this contract may be awarded to RJ Counseling for substance abuse treatment 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.)

When comparing the RJ Counseling contract #7626 substance abuse treatment service prices to those same service prices in our contract #8955 with Granite Wellness Centers, and our contract #8676 with Recovery in Action, it appears that RJ Counseling's prices are lowest.

For example, please see the below rate comparisons for the substance abuse treatment individual counseling service offered by the following contractors:

- Granite Wellness Centers = \$252.24 per hour (listed as \$63.06 per 15 minutes in the contract).
- Recovery in Action = \$120.00 per hour (listed as \$30.00 per 15 minutes in the contract).
- RJ Counseling = \$70.00 per 1 hour session.

Given this information/comparison, the prices offered by RJ Counseling appear to be very fair and reasonable.

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

N/A.