

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:
Susan A Stoeffler	312 Main St. Ste. 203, Placerville, CA 95667
Contact Name:	
Susan Stoeffler	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$150,000.00	susanstoefflermft@gmail.com
Telephone:	Fax:
530-303-8011	530-903-3370

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:

Child Welfare Services is requesting to amend the Susan Stoeffler contract #8062 and increase the maximum obligation amount to \$150,000. Pursuant to California Welfare and Institutions Code Sections 16501-16508, HHSA Child Welfare Services (CWS) is required to provide services to promote family reunification for children and families. Such services are designed to promote the well-being of children by ensuring safety, achieving permanency, and strengthening families to successfully care for their children. HHSA maintains agreements with vendors for the provision of therapeutic counseling and related services to ensure that CWS clients can be referred by their case worker on an "as needed" basis to receive necessary, and often court-mandated services from the most appropriate and conveniently located provider. The choice of provider is based upon the specific needs of each individual HHSA client. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide.

Department Head:


Olivia Byrop-Cooper (Jul 28, 2025 12:50:56 PDT)

Signature

Purchasing Agent:


Michele Weimer (Aug 13, 2025 12:28:39 PDT)

Signature

Board of Supervisors:

Date:

Item:

25-1340

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.)

HHSA CWS currently utilizes Susan Stoeffler to provide services under agreement #8062 to clients who do not qualify for therapeutic counseling services through their private insurance which includes: attendance at juvenile court appearances, Child and Family Team (CFT) or Multidisciplinary Team (MDT) meetings, individual/couple/and family therapy, court documentation, and initial and progress reports. The provider works collaboratively with CWS staff to assist clients with addressing their trauma and other issues via therapy with the goal of family reunification and/or safely maintaining children in the home. Susan Stoeffler is also one of the few providers that accepts Medi-Cal.

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

The current Susan A. Stoeffler contract #8062 for therapeutic counseling and related services is being spent faster than anticipated and expires 02/28/2027. Susan Stoeffler is one of the few contracted vendors on the West Slope of El Dorado County that accepts clients with Medi-Cal which has increased staff familiarity with this vendor causing the overall utilization of this agreement to increase. This requires the submittal of the first amendment request for this contract to amend the maximum obligation which exceeds purchasing authority, necessitating approval by the BOS. The Scope of Services and Compensation for Services Articles were also updated to include new services and rates.

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

HHSA CWS currently utilizes Susan Stoeffler to provide services under agreement #8062 to clients who do not qualify for therapeutic counseling services through their private insurance which includes: attendance at juvenile court appearances, Child and Family Team (CFT) or Multidisciplinary Team (MDT) meetings, individual/couple/and family therapy, court documentation, and initial and progress reports. The provider works collaboratively with CWS staff to assist clients with addressing their trauma and other issues via therapy with the goal of family reunification and/or safely maintaining children in the home. Susan Stoeffler is also one of the few providers that accepts Medi-Cal. Continuing services with Susan Stoeffler is the best option to ensure consistent and continual therapeutic counseling/therapy 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 the first amendment to Agreement for Services #8062 with Susan Stoeffler will result in disruption of therapeutic counseling/therapy and related services currently being provided to HHSA CWS clients and will significantly diminish CWS's ability to refer future clients (including Medi-Cal eligible clients) for therapeutic counseling/therapy and related services. HHSA would fail to meet the therapeutic counseling/therapy service needs of CWS clients.

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 clients in Placerville for the provision of therapeutic counseling/therapy and related services. Transitioning these client to another service provider could be detrimental to their therapeutic counseling/therapy and related services. Continuing services with Susan Stoeffler is the best option to ensure consistent and continual therapeutic counseling/therapy and related 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 Susan Stoeffler for substance abuse treatment services because she possesses 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.)

Per <https://www.elisamartineztherapy.com/therapist-thoughts-on-anxiety-depression-trauma-stress/how-much-does-therapy-cost-in-california>, a 2022 survey of over 250 California mental health professional found that 62% of therapists charge between \$150-\$250 per session.

When comparing the Susan Stoeffler contract #8062 therapeutic counseling/therapy and related service prices to those same/similar services in our contract #6973 with The Center for Violence Free Relationships and our contract #9109 with Alice Rodriguez, it appears that Susan Stoeffler's prices are in-line with other providers in our area.

For example, please see the below rate comparisons for the therapeutic counseling/therapy and related services offered by the following contractors located on the West Slope:

- The Center (#6973) = \$150.00 per 50 minutes (1st Amendment to agreement executed on 08/13/2024)
- Alice Rodriguez (#9109) = \$150 per hour (original agreement executed on 11/05/2024)

Given all of the information/comparisons above, the prices offered by Susan Stoeffler appear to be 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.