

**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:	
52-Community Services	5210140	
Contact Name:	Subobject:	User Code:
Timalynn Jaynes		
Telephone:	Fax:	
530-573-3230		


**Required Supplier / Vendor Information**

Vendor / Supplier Name:	Vendor / Supplier Address:
Elder Options, Inc.	82 Main Street, Placerville, CA 95667
Contact Name:	
Carol Heape	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$100,000	carol@elderoptionsca.com
Telephone:	Fax:
530-626-6939	


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:

Contractor to provide non-medical in-home support services, assisted transportation, homemaker/chore, personal care, and respite services on an "as requested" basis for clients referred by the Family Caregiver Support Program (FCSP) and Supportive Services of the County of El Dorado Health and Human Services Agency. Under Board Policy C-17, Section 3.4(2F), "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," a sole source justification is applicable the this Agreement.

Department Head:

  
Olivia Byron-Cooper (Nov 25, 2025 09:16:52 PST)  
Signature

Purchasing Agent:

  
Michele Weiner (Dec 1, 2025 09:36:06 PST)  
Signature

Board of Supervisors:

Date:	
Item:	

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.)

Agreement for Services 7594 is a renewal of Agreement 4782 for the provision non-medical in-home support services, assisted transportation, homemaker/chore, personal care, and respite services on an "as requested" basis for clients referred by the Family Caregiver Support Program (FCSP) and Supportive Services of the County of El Dorado Health and Human Services Agency. Services include specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work and are provided by one of two vendors contracted with by HHSA.

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

Following Federal procurement guidelines, HHSA has successfully contracted with Elder Options, Inc., since at least 2004, for the provision of non-medical, in-home support services including assistance with homemaker/chores, personal care, transportation to medical appointments, and respite care for clients enrolled in FCSP and Senior Supportive Services.  
(4782 7/1/20-06/30/23 \$100,000 #21-0779, 028-S1810 7/1/17-6/30/20 \$45,000, 553-S1410 07/01/14-06/30/17 \$45,000, 050-S1210 07/01/11-06/30/14 \$50,000, 060-S0910 07/01/08-06/30/11 \$50,000, & 007-S0711 07/01/06-06/30/08 \$40,000)

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

Due to the nature of services and the need to continue provider/client care without interruption we have maintained subsequent contracts since 2004, and in doing so have established a reliable presence on West Slope. Elder Care, Inc. has demonstrated themselves as a dedicated and competent provider of said services for many years.

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

Disapproval will possibly result in HHSA being out of compliance with the CDA funding agreement and unable to provide timely, sufficient home care services to meet the needs of the seniors within the community.

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.)

The County is currently contracting with all in-county providers who meet the qualifications for these services and is also following Federal procurement guidelines.

**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.)

HHSA contracts with all in-county providers in the community for these services. The price offered is comparable and competitive. The NTE is established based on provider capacity.

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

The cost savings resulting from this agreement, are that the County will remain in compliance with Federal funding through the California Department of Aging as appropriate and will continue to be eligible to claim federal reimbursement for the services provided through this agreement. The County currently lacks valued providers of this type of services, therefore, maintaining this relationship would be in the County's best interest.