

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:	
53-Behavioral Health	5310100	
Contact Name:	Subobject:	User Code:
Caitlin Stahl		
Telephone:	Fax:	
530-621-6347		


Required Supplier / Vendor Information


Vendor / Supplier Name:	Vendor / Supplier Address:
Mental Health Management I, Inc. dba Canyon Manor	653 Canyon Road Novato, CA 94947
Contact Name:	
Paul Heil	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$2,000,000	Paul.Heil@canyonmanor.com
Telephone:	Fax:
(415) 599-5329	

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:

Mental Health Management I, Inc. dba Canyon Manor (Canyon Manor) provides, on an as-requested basis, Mental Health Rehabilitation Center (MHRC) services for El Dorado County's Behavioral Health Division (BHD) clients, age eighteen (18) and older, whose severe mental illness (SMI) requires continuous supervision.

Exemption is Policy C-17 Section 3.4.2(f) "the procurement is for services where the continuity of providers will provide efficiency or critical knowledge, and other providers of the service cannot provide similar efficiencies or critical knowledge." These services are currently being provided by Canyon Manor under Agreement #6253. As such, BHD clients are currently engaged in services with Canyon Manor. Disruption of continuity of care with established client/clinician partnerships can have a detrimental impact on client care and recovery.

Department Head: 
Olivia Byron-Cooper (Apr 10, 2025 20:13 PDT)
Signature

Purchasing Agent: 
Michele Weiner (Apr 16, 2025 09:18 PDT)
Signature

Board of Supervisors:
Date: 06/24/25
Item: 25-0489

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.)

El Dorado County Health and Human Services Agency (HHSA) contracts with as many qualified vendors as possible to provide the highest level of psychiatric care to Medi-Cal beneficiaries residing in El Dorado County. This includes Institutes for Mental Disease and MHRCs. Because the need for these services far outweighs the availability of beds, qualified vendors are not anticipated to respond to any competitive solicitation released by HHSA. Additionally, HHSA seeks to maintain contracts due to client/clinician continuity of care.

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

On behalf of the County, the HHSA contracts with the State as the Medi-Cal Mental Health Plan (MHP). As the MHP, HHSA is required to provide Specialty Mental Health Services (SMHS) to eligible individuals, including long-term residential facility placements when appropriate. To meet this requirement, the MHP contracts with providers of MHRC facilities to ensure availability of services on an "as requested" basis in accordance with Title 9 and Title 22 of the California Code of Regulations and Division 5, Chapter 5 of the Welfare and Institutions Code.

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

Canyon Manor is licensed by the State of California to provide MHRC services to adults with SMI and operates an 89-bed facility in Marin County. Because specialty skills not expressly identified in County classifications are required for the performance of this work, and the County does not have the staff or facilities to provide residential treatment services for BHD clients, HHSA has been contracting with Canyon Manor since 2016.

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

If HHSA did not contract with this vendor, BHD would continue to provide residential SMHS through existing contracts, but would be limited in its access to these types of facilities. Subsequently, the County would have diminished capacity to provide services required of the MHP. Additionally, the continuity of care for BHD Clients currently placed in at Canyon Manor would be disrupted.

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.)

HHSA seeks to contract with all qualified residential SMHS providers to ensure it has the capacity to meet its obligations as the MHP.

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.)

Because this service is an entitlement for Medi-Cal beneficiaries, cost analysis has not been completed. This is due to the MHP's need to have residential treatment facilities available for the timely placement of eligible clients.

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

At the time of client placement, proximity to El Dorado County as well as daily rates may be considered if multiple vendors have available beds.