

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

11/19/2025

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:

08-Human Resources

Org Code:

0800000

Contact Name:

Misty Garcia

Subobject:

User Code:

Telephone:

530-621-5388

Fax:

Required Supplier / Vendor Information

Vendor / Supplier Name:

Kramer Workplace Investigations, A Professional Corporation

Vendor / Supplier Address:

125 Railroad Avenue, Suite 201, Danville, California 94526

Contact Name:

Karen Kramer, President

Estimated Purchase Price/Contract Amount:

\$150,000.00

Vendor / Supplier Email Address:

karen@kramerlaw.net

Telephone:

925-788-6435

Fax:

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:

Professional employment investigation legal services. Contract amendment is necessary for the attorneys to complete an existing matter underway. Pursuant to C-17, Section 3.4 Exemptions from Competitive Bidding, legal services, regardless of amount, are exempt from competitive bidding. Notwithstanding, it is in the best interest of the County to extend the contract award from the previous contract period as the contractor agrees to continue to furnish the goods or services at the same contract price and under the same terms and conditions as the prior contract, which is necessary to avoid the interruption of County business.

Department Head:



Digitally signed by Joseph Carruesco
Date: 2025.11.17 08:04:00 -08'00'

Signature

Purchasing Agent:



Michele Weiner (Nov 21, 2025 11:22:44 PST)

Signature

Board of Supervisors:

Date:

[Redacted]

Item:

[Redacted]

P&C Assignment:

Assigned To:

Matt P.

Date:

11/19/2025

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.)

Contractor provides professional employment investigation legal services; pursuant to C-17, Section 3.4 Exemptions from Competitive Bidding, legal services, regardless of amount, are exempt from competitive bidding. While the County has multiple contractors who provide professional employment investigation legal services, it is necessary to extend this contract from the prior terms in order to enable this contractor to complete a legal services matter already underway. Changing contractors would result in a disruption and duplication of service, incurring greater costs.

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

Kramer Workplace Investigations (formerly Kramer-Wiese) has been providing professional employment investigation legal services to the County since at least 2013. Contractor, Karen Kramer specifically, is a former President of the Association of Workplace Investigators, and is retained by the County for her expertise in providing professional employment investigation legal services.

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

Legal services contractors are selected for their expertise, legal background, and ability to provide prompt, thorough, and impartial legal services.

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

An extension is necessary due to a legal services matter already underway; should the County not extend the contract, it would result in a disruption and duplication of service, incurring greater costs. Furthermore, changing legal services providers when the existing contractor is currently meeting the County's service needs and well-informed on the current matter based on work performed to date fails to make good business sense.

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.)

N/A. The County contracts with a number of professional employment investigation legal services contractors, including some who participated in a competitive bidding process. The County also has contracts with contractors who did not participate in a competitive bidding process, as it may find it necessary to contract based on specialty knowledge, experience, and proven quality of deliverables as legal services, regardless of amount, are exempt from competitive bidding.

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.)

There are no changes to the rates reflected in our existing Agreement 7017 with Kramer Workplace Investigations. Agreement 7017 has been in place since March 30, 2023. The County contracts with a number of professional employment investigation legal services contractors and finds Kramer Workplace Investigations rates to be comparable with those for experienced attorneys providing the specialized professional employment investigation legal services.

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

Savings would both be non-economic and economic, as the contract extension would prevent interruption of service, time delays for production of deliverables, and duplication of work to have a new attorney take the case, conduct their own investigation, and make findings, which are individual and cannot be based on someone else's work.