

**CHIEF ADMINISTRATIVE OFFICE**  
**Procurement and Contracts Division**

Date Received
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**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: 51-Social Services	Org Code: 5130	
Contact Name: Alexxa Lotze	Subsubject: 	User Code: 
Telephone: (530)642-4860	Fax: (530)626-7427	

**Required Supplier / Vendor Information**

Vendor / Supplier Name: El Dorado County Office of Education	Vendor / Supplier Address: 6767 Green Valley Road, Placerville, CA 95667
Contact Name: Wendy Frederickson	
Estimated Purchase Price/Contract Amount: \$250,000	Vendor / Supplier Email Address: wfrederickson@edcoe.org
Telephone: (530)622-7130	Fax: (530)621-2543

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 (CWS) is requesting to renew the El Dorado County Office of Education (EDCOE) contract #5650 with a maximum obligation amount to \$250,000. EDCOE operates the Foster Youth Services Coordinating Program (FYSCP) and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, Assembly Bill (AB) 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. The passage of AB 854 in 10/2015 further clarified the requirements of operating a FYSCP. Based on the similar mission of FYSCP and the County, a natural collaboration was established for serving foster youth in El Dorado County. This MOU is intended to ensure all of the El Dorado County foster children/youth receive support for educational opportunities, in accordance with Education Code Section 42921, 48853.5 and 49069.5. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide.

Department Head:	 Signature
Purchasing Agent:	 Signature

Board of Supervisors:	P&C Assignment:
Date:	Assigned To:
Item: 24-0369	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.)

EDCOE operates the FYSCP and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, AB 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. Additionally, California AB 854, effective 10/2015, requires any County Office of Education (COE) with a FYSCP to enter into a MOU with the County Welfare Department to leverage funding as appropriate to draw down Title IV-E dollars. On 11/29/2016, the California Department of Social Services (CDSS) distributed All County Letter (ACL) 16-91 regarding the opportunity to partner with COEs to draw down federal Title IV-E funding to increase educational case management services for foster youth, including those covered under Welfare and Institutions Code (WIC) Section 602. The purpose of this funding and resultant MOU between the EDCOE and the El Dorado County Health and Human Services Agency (HHSA), Child Welfare Services (CWS) Department is to improve educational outcomes for children in foster care.

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

EDCOE operates the FYSCP and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, AB 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. Additionally, California AB 854, effective 10/2015, requires any County Office of Education (COE) with a FYSCP to enter into a MOU with the County Welfare Department to leverage funding as appropriate to draw down Title IV-E dollars. On 11/29/2016, the California Department of Social Services (CDSS) distributed All County Letter (ACL) 16-91 regarding the opportunity to partner with COEs to draw down federal Title IV-E funding to increase educational case management services for foster youth, including those covered under Welfare and Institutions Code (WIC) Section 602. The purpose of this funding and resultant MOU between the EDCOE and the El Dorado County Health and Human Services Agency (HHSA), Child Welfare Services (CWS) Department is to improve educational outcomes for children in foster care. MOU #5650 approved by the Board on 09/21/2021 (21-1230) was a renewal of MOU #3682 (formerly 425) approved by the Board on 09/25/2018 (18-1359). The proposed renewal of the current MOU #5650 would ensure continuation of required FYSCP services.

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

EDCOE operates the FYSCP and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, AB 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. The passage of AB 854 in 10/2015 further clarified the requirements of operating a FYSCP. Based on the similar mission of FYSCP and the County, a natural collaboration was established for serving foster youth in El Dorado County. This MOU is intended to ensure all of the El Dorado County foster children/youth receive support for educational opportunities, in accordance with Education Code Section 42921, 48853.5 and 49069.5. EDCOE is uniquely qualified to operate the FYSCP, and 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?

If the Board declines to approve the renewal of MOU #5650, the EDCOE would still be required to provide FYSCP services, but services would be provided without additional funding through the El Dorado County HHSA, CWS Department which allows for expanded services and educational opportunities for foster children/youth.

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.)

EDCOE operates the FYSCP and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, AB 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. The passage of AB 854 in 10/2015 further clarified the requirements of operating a FYSCP. Based on the similar mission of FYSCP and the County, a natural collaboration was established for serving foster youth in El Dorado County. This MOU is intended to ensure all of the El Dorado County foster children/youth receive support for educational opportunities, in accordance with Education Code Section 42921, 48853.5 and 49069.5. EDCOE is uniquely qualified to operate the FYSCP, and the procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide. Given all of the services that EDCOE provides, their costs appear fair and reasonable.

EDCOE is responsible to provide the county share (non-federal share) of costs, and will certify that the county share meets all matching requirements for Title IV-E and are not used as a match for any other federal or state fund source per Title 2 Code of Federal Regulations 200.306. The match shall be documented on the quarterly invoice, and must be expended in order to claim Title IV-E reimbursement. County agrees to accept invoices for reimbursement from EDCOE for Title IV-E administrative activities at 50% federal financial participation (FFP) of the costs of allowable activities conducted by EDCOE for children who are placed in foster care.

## 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.)

EDCOE operates the FYSCP and is responsible for providing services in accordance with Education Code Section 42920-25. Under this direction, EDCOE has contracted to serve pupils in foster care in El Dorado County. Effective 01/2004, AB 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of children in foster care. The passage of AB 854 in 10/2015 further clarified the requirements of operating a FYSCP. Based on the similar mission of FYSCP and the County, a natural collaboration was established for serving foster youth in El Dorado County. This MOU is intended to ensure all of the El Dorado County foster children/youth receive support for educational opportunities, in accordance with Education Code Section 42921, 48853.5 and 49069.5. EDCOE is uniquely qualified to operate the FYSCP, and the procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide. Therefore, there was no further effort to identify other providers that can provide these services.

EDCOE is responsible to provide the county share (non-federal share) of costs, and will certify that the county share meets all matching requirements for Title IV-E and are not used as a match for any other federal or state fund source per Title 2 Code of Federal Regulations 200.306. The match shall be documented on the quarterly invoice, and must be expended in order to claim Title IV-E reimbursement. County agrees to accept invoices for reimbursement from EDCOE for Title IV-E administrative activities at 50% federal financial participation (FFP) of the costs of allowable activities conducted by EDCOE for children who are placed in foster care.

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

N/A.