

**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:  |            |
| 25-Probation                         |            |            |
| Contact Name:                        | Subobject: | User Code: |
| Jackie S. Cook jackie.cook@edcgov.us |            |            |
| Telephone:                           | Fax:       |            |
| 530-621-5588                         |            |            |

**Required Supplier / Vendor Information**

|                                           |                                  |
|-------------------------------------------|----------------------------------|
| Vendor / Supplier Name:                   | Vendor / Supplier Address:       |
| Redwood Toxicology, vendor #588           | 3650 Westwind Blvd               |
| Contact Name:                             |                                  |
| Courtney Carbaugh                         | Santa Rosa CA 95403              |
| Estimated Purchase Price/Contract Amount: | Vendor / Supplier Email Address: |
| \$160,000.00                              | courtney.carbaugh@abbott.com     |
| Telephone:                                | Fax:                             |
| (707) 577-7959                            |                                  |

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:

Vendor provides drug and alcohol testing services and designation of specimens and communication of test results.

Requested exemption in accordance with Procurement Policy C-17 Section 5.1 B. vi: The procurement is for goods where the continuity of providers will provide efficiency or critical knowledge, and other provider of the goods cannot provide similar efficiencies or critical knowledge.

Department Head: **Brian Richart** Digitally signed by Brian Richart  
Signature Date: 2024.08.02 14:07:28 -07'00'

Purchasing Agent: Michele Weimer 10/04/2024  
Signature Michele Weimer (Oct 4, 2024 10:35 PDT)

Board of Supervisors: P&C Assignment:

Date: TBD Assigned To:

Item: TBD 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.)

Probation has software interfaces with vendor to submit confirmation tests and receive those results directly into Probation's case management system and case decision software.

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

County Departments, including Probation, have been using vendor for many years for drug and alcohol testing. Probation's current agreement #6296 has a term date of May 17, 2022, through May 16, 2025.

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

County Departments, including Probation, have been using vendor for many years for drug and alcohol testing. Vendor provides all drug and alcohol testing, including presumptive testing (test cups with panels on them), and integration with other Probation systems.

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

Probation would have to update current systems to integrate with a new vendor, requiring time, learning curve, and additional cost. Some vendors require individuals testing positive to perform additional testing at a separate testing lab.

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.)

County Procurement & Contracts contracted with Avertest, beginning in 2021, for similar services. Probation inquired with their case management software vendor in 2021 regarding integrations with Averhealth, and determined that it would be too costly at that time for integration. Note no departments used Averhealth for any services during the term of Averhealth's contract, and other County departments, like Probation, have entered into new contracts with Redwood.

With current vendor, clients do not need to go directly to a testing lab unless they have a presumptive positive test. This, in itself, provides cost savings.

**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.)

County Procurement & Contracts contracted with vendor Avertest, beginning in 2021, for similar services. Probation inquired with their case management software vendor in 2021 regarding integrations with Averhealth, and determined that it would be too costly at that time for integration.

With current vendor, clients do not need to go directly to a testing lab unless they have a presumptive positive test. This provides cost savings.

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

A new vendor would require implementation, policy, and process changes.