

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

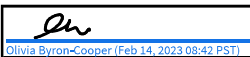

Department: 50-HHSA Administration	Org Code: 	
Contact Name: Brian Michaelson	Subobject: 	User Code:
Telephone: x6922	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: The Center for Violence Free Relationships	Vendor / Supplier Address: 344 Placerville Drive, Ste. 11
Contact Name: Matthew Huckabay	Placerville, CA 95667
Estimated Purchase Price/Contract Amount: \$200,000	Vendor / Supplier Email Address: matth@thecenternow.org
Telephone: 	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:

This contract is for therapeutic counseling for victims of domestic violence including: classes/groups, court meetings and appearances, family therapy, group and individual therapy, couples counseling, multidisciplinary team meeting appearances, child and family team meetings, and second generation program. It is a new contract to replace 4584 which will expire March 31, 2023. The term will be April 1, 2023 through March 31, 2026. It will be more economical to secure these services from an independent contractor than hiring staff as the temporary or occasional nature of the work is not sufficient to warrant addition of permanent staff. These services are provided on a continual basis to the same clients and a break in those services could be very detrimental to the counseling process as it would need to be restarted for those clients with a different vendor.

Department Head:	 <small>Olivia Byron-Cooper (Feb 14, 2023 08:42 PST)</small> Signature
Purchasing Agent:	 <small>Michele Weimer (Feb 14, 2023 15:46 PST)</small> 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.)

The services are not restricted to this supplier, HHSA contracts out with every vendor possible to have the most options available to clients when they need these services. This is just one of multiple contracts for the same services.

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

Pursuant to Welfare and Institutions Code Section 16501-16508, the Health and Human Services Agency (HHSA) Child Welfare Services Program (CWS) is required to provide services to promote family reunification for children and families. CWS serves clients in need of therapeutic counseling classes, and related services on an "as requested" basis. Such services are designed to promote the well-being of children by ensuring safety, achieving permanency, and strengthening families to successfully care for their children. The County has contacted with this vendor for these services since 2005. This proposed Agreement for Services 6973 with The Center is a renewal of Agreement 4584 approved by the Board on February 25, 2020 (File ID: 20-0034), and covers the term from April 1, 2023 through March 31, 2026 in the amount of \$200,000.

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

This vendor is one of the therapeutic counseling providers in the county that will contract with the County to provide these services which is why the County is renewing their agreement.

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

The County will have one less supplier of these services for clients to utilize and those that have been using this vendor will have to either go elsewhere or stop receiving these services.

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.)

No market research was conducted as the County enters into contracts for these services with every qualified vendor in the county that will do so, making market research unnecessary in this instance.

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 was no competitive bidding or cost comparison process required or completed for this agreement with the vendor. These are the vendor's rates for the services provided in the contract, they are consistent with the rates from previous contracts with this vendor plus increases due to the economic climate.

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

The County will remain in compliance with Welfare and Institutions Code Section 16501-16508 for the services provided through this agreement and will continue giving clients options for these services.










Non Competitive Bid Justification Form (22-1832) C#6973

Final Audit Report

2023-02-14

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