

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE BID PURCHASE JUSTIFICATION

Required for all sole source acquisitions in excess of \$5,000.00.

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: District Attorney | Index Code: 2200000 | |
| Contact Name: Lisette Suder, Assistant District Attorney | Subobject: _____ | User Code: _____ |
| Telephone: _____ | Fax: _____ | |


Required Supplier / Vendor Information

| | |
|---|--|
| Vendor / Supplier Name: The Center for Violence-Free Relationships | Vendor / Supplier Address: 344 Placerville Drive, Suite 11 Placerville, CA 95667 |
| Contact Name: Joel Abueg | Vendor / Supplier Email Address: _____ |
| Estimated Purchase Price: \$ 159,728.00 | Fax: _____ |
| Telephone: _____ | |

Provide a brief description of the acquisition, including all goods and/or services the vendor/supplier will provide:

The District Attorney's office requires victim advocate services to complete grant and program objectives. The Center for Violence-Free Relationships has provided these services for the District Attorney since 2018. In accordance with Procurement Policy C-17, Section 3.4.5, we are requesting an exemption from competitive bidding since The Center for Violence-Free Relationships has agreed to continue providing services under Amendment I to Agreement 7881 at the same contract price and under the same terms and conditions established in original Agreement 7881.

Department Head: 
VRP (Jul 31, 2024 09:40 PDT)
Signature

Purchasing Agent: 
Signature

Board of Supervisors: _____ Buyer Assignment: _____
Date: _____ Assigned To: _____
Item: _____ 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 bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

The District Attorney's Office Victim Witness Unit participates in a grant agreement with CalOES for the Violence Against Women Vertical Prosecution (VV) Program. The DA's office has participated in this program since 2018 and has had an active Agreement with The Center for Violence-Free Relationships (V# 277) for victim advocate services since 2018. The agreement with The Center has allowed the DA's office to effectively meet all of the goals under the VV program. Violence against women is a serious matter and victims need consistency in order to work on healing. Having The Center continue providing the victim advocate services allows the office to continue providing these services without any lapse or changes to the advocates meeting with the victims. The Center has also agreed to continue providing services under Amendment I to Agreement 7881 at the same contract price and under the same terms and conditions established in original Agreement 7881.

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

The District Attorney's Office applied for the CalOES Violence Against Women (VV) Program during fiscal year 2018-2019. One of the requirements of the program was to commit a victim advocate to the unit and was to be accomplished through contracting with an existing local Victim Witness Assistance program. At the time, it was determined that contracting with The Center was the best option for Victim Advocacy services, meeting special staff qualifications as outlined within the grant RFP (Request for Proposal).

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

The Center for Violence-Free Relationships was originally chosen to provide victim advocate services under the VV Program since they are a community based organization that specializes in assisting all types of victims.

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

As mentioned above, it is crucial for victims to receive consistent, quality victim advocate services. Additionally, transferring clients to other providers is difficult in that the provider/client rapport must be re-established. For a lot of the victim population, having to re-establish their trust in a new advocate can cause unnecessary emotional distress.

5. What market research was conducted to substantiate no competition, including evaluation of other items consider? (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.)

The Center has agreed to provide victim advocate services at the same rates established under original Agreement 7881. Past experience with The Center has provided the department enough positive interaction and results to continue the partnership as a direct service provider.

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.)

The rates for The Center are consistent with the rates established and approved under original Agreement 7881. Therefore, the department is satisfied with the rates and all costs are funded through the CalOES VV program grant.

2. Describe any cost savings or avoidance realized (1 time or on-going) by acquiring the goods/services from this supplier.

It would save the County a great deal of labor costs to continue services with The Center. Additionally, the District Attorney's Investigation unit would not need to conduct extensive background checks, which can be time consuming, since the staff at The Center have already gone through the process.