

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: 24-Sheriff	Org Code: 2430300 2430GEN 2403250 C40SERSUP WS	
Contact Name: TANIA DONNELLY	Subobject: 4040	User Code:
Telephone: 530-621-6636	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: NCIC INMATE COMMUNICATIONS	Vendor / Supplier Address: 607 EAST WHALEY ST
Contact Name: BILL POPE	LONGVIEW, TX 75601
Estimated Purchase Price/Contract Amount: \$2,000,000.00	Vendor / Supplier Email Address: bill.pope@ncic.com
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:

NCIC currently provides comprehensive inmate communications services and has provided these services and equipment since 2017 through a bid award, and under Agreement # 3072. The Sheriff's Office wants to continue receiving these services for an additional two years from NCIC through Agreement # 7390, and per Procurement Policy 3.4.2 where NCIC has now become the single source entity. Vendor has installed equipment and needs to continue without a break in service to Jail inmates.

Department Head: **Monica Ferguson** Digitally signed by Monica Ferguson
Date: 2023.01.06 13:50:23 -08'00'
Signature

Purchasing Agent: Michele Weimer
Michele Weimer (Jan 10, 2023 14:16 PST)
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.)

NCIC was chosen through the bid process in 2017 with Agreement # 3072 awarded in December 2017. Since that time, NCIC has been the sole provider of inmate communications services. The equipment that was installed is currently in use, and to avoid any interruptions in service, needs to continue operating as before.

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

A bid was awarded and Agreement # 3072 was signed with NCIC in 2017.

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

Equipment and services are needed to provide continuity in operations.

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

A search for a new vendor would cause a disruption to the services necessary at the Sheriff's Jails.

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.)

The bid awarded in 2017 required the installation of equipment that is currently in use.

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.)

This is a revenue generating agreement so the price is reasonable given that the revenue is shared between the County and the vendor.

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

This agreement is a revenue sharing one. The costs are offset by revenue received.