

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:	
50-HHSA Administration	5400	
Contact Name:	Subobject:	User Code:
Courtney Ankens		
Telephone:	Fax:	
x7154		

Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
County of Sacramento	7001-A East Parkway, Suite 600B, Sacramento, CA 95823
Contact Name:	
Matt Drury	
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$190,000	
Telephone:	Fax:
(916) 875-2263	

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 request is to approve Supplemental MOU 9253 with Sacramento County to provide interim Health Officer services for El Dorado County while the County continues its search for a full-time replacement. Sacramento County will supply licensed physicians with expertise in public health to fulfill the duties of the County Health Officer during the vacancy. Per Board Policy C-17, Section 3.4(2f), this procurement is exempt from competitive bidding, as continuity of providers ensures efficiency and critical knowledge that other providers cannot offer.

Department Head:


Olivia Byron-Cooper (Jan 30, 2025 09:00 P. ST)
Signature

Purchasing Agent:


Michele Weiner (Jan 30, 2025 02:31: 3P ST)
Signature

Board of Supervisors:

Date: 3/25/25
Item: 25-0229

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.)

This agreement is restricted to Sacramento County because they have licensed physicians with the expertise, credentials, and experience necessary to fulfill the critical duties of the County Health Officer. Their familiarity with public health practices and their existing partnership with El Dorado County under MOU #7828 ensure continuity of services, efficiency, and critical institutional knowledge. These factors make Sacramento County uniquely qualified to provide interim Health Officer services, and no other provider can deliver the same level of continuity and expertise within the required timeframe.

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

On December 31, 2024, the County Health Officer position became vacant, and efforts to recruit a full-time replacement were unsuccessful. Despite extensive recruitment efforts, no qualified candidate has yet been identified, prompting HHSA to explore alternative solutions to maintain critical public health services and remain in compliance with statutory requirements. HHSA identified Sacramento County as a suitable partner due to their licensed physicians' expertise and an existing partnership under MOU #7828. To address the urgent need for interim Health Officer coverage, HHSA is proposing Supplemental MOU #9253 to allow Sacramento County to provide services on a reimbursable basis until a full-time replacement is hired.

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

Sacramento County was chosen for this acquisition because they offer uniquely qualified licensed physicians with exceptional expertise in public health and are already integrated into the existing partnership with El Dorado County under MOU #7828. Their familiarity with the local public health needs, combined with their credentials and experience, allows them to seamlessly provide the necessary Health Officer services during the recruitment process for a permanent replacement. No other provider can offer the same level of continuity, critical knowledge, and expertise specific to the needs of El Dorado County, making Sacramento County the best option for this interim service.

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

If a contract with Sacramento County is not established, El Dorado County would be unable to fulfill the critical duties of the Health Officer during the vacancy, potentially disrupting public health programs and services and would fail to be in compliance with statutory requirements. This could lead to a lack of necessary oversight, coordination, and response in public health matters, which may affect the health and safety of the community. Additionally, without interim coverage, the County would face delays in addressing public health needs until a permanent Health Officer is hired, which could jeopardize the County's ability to effectively respond to health emergencies or maintain essential public health functions.

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.)

HHSa conducted market research and determined that no other providers met the statutory requirements for Health Officer qualifications and could match Sacramento County's expertise, continuity, and familiarity with El Dorado's public health needs. Sacramento County's licensed physicians, already part of an existing partnership, were identified as the only suitable option for interim Health Officer services. Due to the specialized nature of the role and the immediate urgency of the need, no competitive sourcing was pursued.

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 reimbursement amount was calculated to cover the necessary interim Health Officer services while ensuring that El Dorado County could maintain continuity in public health operations. Additionally, the maximum cost of \$190,000 was established to account for the anticipated duration of interim services until a permanent Health Officer is hired.

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

By acquiring interim Health Officer services from Sacramento County, El Dorado County saves on the costs and time of recruiting a new temporary Health Officer or contracting with an outside provider. This arrangement ensures continuity of services in a cost-effective manner, leveraging the existing partnership with Sacramento County to avoid additional recruitment and onboarding expenses, and most importantly keeps El Dorado County in compliance of state statutory requirements.