

**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: 22-District Attorney	Org Code: 2200000	
Contact Name: Lisette Suder, Assistant District Attorney	Subsubject: <input type="text"/>	User Code: <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>	

Required Supplier / Vendor Information

Vendor / Supplier Name: Wendy Barillas LMFT	Vendor / Supplier Address: 3053 Freeport Blvd #263 Sacramento CA 95818
Contact Name: Wendy Barillas	<input type="text"/>
Estimated Purchase Price/Contract Amount: \$160,440.00	Vendor / Supplier Email Address: counseling@wendybarillaslmft.com
Telephone: 916-799-8119	Fax: <input type="text"/>

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:

The District Attorney's office requires psychotherapy clinical mental health services to complete grant and program objectives specific to Child Abuse Treatment. Healthy Outcomes for Personal Enrichment (HOPE) Counseling has provided these services for the District Attorney since 2020. In accordance with Procurement Policy C-17, Sections 3.4.2, 3.4.3, and 3.4.5, we are requesting an exemption from competitively bidding these psychotherapy mental health services and would like to contract with Wendy Barillas, LMFT as the replacement provider for HOPE Counseling. Additional details are below.

Department Head:	<u>VRP</u> <small>VRP (Oct 10, 2023 12:58 PM)</small> Signature
Purchasing Agent:	<u>Michelle Wierma</u> Signature
	10/13/2023

Board of Supervisors:	<input type="text"/>
Date:	<input type="text"/>
Item:	<input type="text"/>

P&C Assignment:	<input type="text"/>
Assigned To:	<input type="text"/>
Date:	<input type="text"/>

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 District Attorney's Office Victim Witness Unit participates in a grant agreement with CalOES for the Child Abuse Treatment (AT) Program. The DA's office has participated in this program since 2020 and has had an active agreement with HOPE Counseling (#5316) for psychotherapy clinical mental health services provided by a group of certified clinicians. The agreement with HOPE has allowed the DA's office to effectively meet all of the goals under the AT program. The clinicians meet consistently with victims of child abuse that are referred to their unit. It has recently come to the department's attention that Darlene Davis, the Executive Director of HOPE Counseling, is retiring and that HOPE will be acquired by a different agency. With this transition, Darlene suggested that one of her existing clinicians, Wendy Barillas, a licensed marriage and family therapist, take over providing services under the AT program during the next grant cycle. Wendy Barillas has taken the steps into becoming an entity of her own and has agreed to continue providing services to the child victims and their families under the DA's AT program. Child abuse is a serious matter and victims need consistency in order to work on healing. Having Wendy be the new contract under the AT program will allow the office to continue to provide therapy services without any lapse or changes to clinicians meeting with victims.

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

See above #1.

Since the AT program's inception, Wendy has played an active role as a clinician and has developed trust among her clients. Not allowing her to continue her services under her own entity, in lieu of HOPE Counseling, would lead to potential hardships for victims and their mental health.

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

HOPE Counseling was originally chosen to provide therapy services under the AT program due to their clinicians being trained in trauma-focused therapeutic interventions and being Registered Associate MFTs and Registered LPCCs by the Board of Behavioral Science. All HOPE therapists have experience and expertise in following the National Children's Alliance (NCA) mental health standard guidelines, further ensuring children treated through the AT Program receive the highest level of care and trauma-informed services. Background checks have already been completed on all HOPE staff. Therefore, having Wendy Barillas continue to provide services under her entity would only benefit the department in that her work performance is certified.

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 psychotherapy clinical mental health services. Since Wendy Barillas has worked with some victims under the AT program since 2020, it would be a huge disservice to child victims and their families to suffer lapse in services due to having this request go out to a competitive bid process. Wendy is already an integral part of our multidisciplinary team, attending monthly collaborative meetings and adhering to our protocol and best practices. 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 clinician can cause unnecessary emotional distress.

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.)

Wendy is a clinician that the department has already worked with since 2020. Her rates will be consistent with our previous agreement with HOPE Counseling. Past experience with Wendy has provided the department enough positive interaction and results to continue the partnership with her 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 service cost for Wendy Barillas are the same as what HOPE had offered. Therefore, the department is satisfied with the rates and all costs are funded through the CalOES AT program grant.

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

It would save the County a great deal of labor costs to continue services with Wendy as a direct provider as no competitive bid would be required. Additionally, the District Attorney's Investigation unit would not need to conduct extensive background checks, which can be time consuming, since all HOPE staff has already gone through the process.