

**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:	
51-Social Services	5130	
Contact Name:	Subobject:	User Code:
Alexxa Lotze		
Telephone:	Fax:	
530-642-4860	530-626-7427	


**Required Supplier / Vendor Information**

Vendor / Supplier Name:	Vendor / Supplier Address:
El Dorado County Office of Education	6767 Green Valley Road, Placerville, CA 95667
Contact Name:	
Maria Moody (EDCOE, CAPC Chair)	Elizabeth Blakemore (EDCOE, Director of Early Learning & Family Support)
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$430,000.00	Maria: mmoody@edcoe.org; Elizabeth: eblakemore@edcoe.org
Telephone:	Fax:
Maria Office: 530-295-2493; Maria Cell: 916-298-9071	Elizabeth Office: 530-295-2312; Elizabeth Cell: 530-306-1888

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:

Child Abuse Prevention Councils (CAPCs) are governed by California Welfare and Institutions Code § 18982. On April 9, 2002 the BOS established a CAPC and designated the council as the Children's Trust Fund Commission, pursuant to WIC § 18966. In February 2009, the El Dorado County Health and Human Services Agency (HHSA) began contracting with the El Dorado County Office of Education (EDCOE) to coordinate CAPC services. EDCOE has assisted the El Dorado County HHSA with coordinating child abuse prevention efforts as we continue the statewide effort to implement the Family First Prevention and Services Act (FFPSA). EDCOE is a leader in our local efforts to plan and implement community wide prevention efforts, including educational and training activities, related to FFPSA. The loss of continuity with EDCOE would result in fewer services to the community and reduced Child Abuse Prevention Council (CAPC) activities, resulting in an increase in child abuse and neglect in our community. Services provided through this agreement with EDCOE are funded in part by the Community-based Child Abuse Prevention (CBCAP) allocation, Promoting Safe and Stable Families (PSSF) allocation, the Child Abuse Prevention, Intervention, and Treatment (CAPIT), and the Children's Trust Fund (CTF) allocation. The CAPC Coordinator develops, coordinates, and implements said services as they related to the allocation mandates. El Dorado County Office of Education has been coordinating the CAPC in El Dorado County since 2009 (a total of 16 years). Exemption is 3.4.2(f) "the procurement is for goods where the continuity of providers will provide efficiency or critical knowledge, and other providers of the goods cannot provide similar efficiencies or critical knowledge."

Department Head:

  
Olivia Byrnes (Jun 3, 2025 11:22 PDT)

Signature

Purchasing Agent:

  
Michele Weiner (Jun 9, 2025 09:35 PDT)

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.)

CAPCs are governed by California Welfare and Institutions Code § 18982, which outlines specific requirements for representation and mandates the CAPC to carry out specific legislated functions which include child abuse prevention and intervention program, and WIC § 18983 outlines specific requirements for the funding of CAPCs. WIC § 18983.5 requires that CAPCs are nonprofits or are established as independent organizations within County government. The child abuse prevention coordinating council is a community council whose primary purpose is to coordinate the community's efforts to prevent and respond to child abuse. EDCOE maintains a long track record (16 years) of coordinating the council, and improving local awareness of child abuse. The BOS appoints the CAPC's 15 members, and the council acts as an independent entity and is coordinated through the existing contract #7481 between the EDCOE and the El Dorado County HHSA. The CAPC serves as the county's Children's Trust Fund (CTF) Commission. Competitively sourcing this agreement will result in a loss of over 16 years of historical knowledge, relationships, and momentum in the fight against child abuse locally.

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

04/09/2002 - Establishment of CAPC (the Children's Trust Fund Commission role is incorporated into the CAPC) approved by BOS (ID 2002-0409)  
02/03/2009 - EDCOE Agreement #484-S0911 Original Agreement approved by BOS (ID 09-0054)  
06/29/2010 - EDCOE Agreement #484-S0911 1st Amendment approved by BOS (ID 10-0642)  
09/21/2010 - EDCOE Agreement #484-S0911 2nd Amendment approved by BOS (ID 10-0969)  
09/13/2011 - EDCOE Agreement #484-S0911 3rd Amendment approved by BOS (ID 11-0944)  
06/17/2014 - EDCOE Agreement #027-S1511 Original Agreement approved by BOS (ID 14-0555)  
08/08/2017 - EDCOE Agreement #095-S1811 Original Agreement approved by BOS (ID 17-0618)  
06/09/2020 - EDCOE Agreement #4532 Original Agreement approved by BOS (ID 20-0348)  
03/08/2022 - Accept CBCAP Supplemental Grant funding allocation from CDSS in the amount of \$72,531 for CWS (ID 22-0231)  
03/08/2022 - Accept FFTA Transition Grant funding allocation from CDSS in the amount of \$139,929 for CWS (ID 22-0230)  
04/19/2022 - Accept FFPS Program Block Grant funding allocation from CDSS in the amount of \$558,471 for CWS (ID 22-0608)  
08/16/2022 - EDCOE Agreement #4532 1st Amendment approved by BOS (ID 22-1159)  
04/18/2023 - EDCOE Agreement #4532 2nd Amendment approved by BOS (ID 23-0471)  
06/27/2023 - EDCOE Agreement #7481 approved by BOS (ID 23-0894)  
04/02/2025 - EDCOE Notice to Parties Submitted to CRS to update the budget table for FY 2024-25 and FY 2025-26 \*\*\*PENDING\*\*\*  
04/11/2025 - EDCOE Agreement #7481 Renewal Submitted to CRS \*\*\*PENDING\*\*\*

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

EDCOE was chosen given their support of the diverse educational needs of El Dorado County's student population. They are a support system for local districts, liaison with the state, and serve the county's most vulnerable student populations. CAPC is housed within the Early Learning and Family Support (ELFS) division which works to ensure optimal environments for all children to grow and thrive. They are committed to planning for high quality, accessible early learning and care environments as well as strong and supported families. EDCOE has been coordinating the CAPC on behalf of the El Dorado County HHSA since 2009 (a total of 16 years).

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

Disapproval of the renewal of agreement #7481 with EDCOE will result in the loss of continuity with this provider. The loss in continuity will be a major setback to the child abuse prevention efforts as we continue the statewide effort to implement the FFPSA. EDCOE is a leader in our local efforts to plan and implement community wide prevention efforts, including educational and training activities, related to FFPSA. The loss will result in fewer services to the community and reduced CAPC activities, resulting in an increase in child abuse and neglect in our community. Additionally, disapproval will result in an inability to meet funding source mandates and will negatively impact HHSA's ability to engage in community outreach to support child abuse prevention.

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.)

N/A

**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 are consistent with prior agreements with this vendor.

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

N/A