

**CHIEF ADMINISTRATIVE OFFICE**  
**Procurement and Contracts Division**

**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: 50-HHSA Administration	Org Code: 5000000
Contact Name: Kristen Gurrola	Subobject: [ ]
Telephone: 530-295-6917	User Code: [ ]
	Fax: [ ]

**Required Supplier / Vendor Information**

Vendor / Supplier Name: UC Davis	Vendor / Supplier Address: 463 California Drive, Davis, CA 95616
Contact Name: Michell Franklin	[ ]
Estimated Purchase Price/Contract Amount: \$296,437.50	Vendor / Supplier Email Address: mtfranklin@ucdavis.edu
Telephone: 530-497-0719	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:

The Health and Human Services Agency (HHSA) has contracted with Regents of the University of California, on behalf of its University of California Davis Extension campus (UC Davis), for the provision of specialized training for staff since 2004 for training to enhance technical skills, improve the quality of case management, and provide excellence in service delivery. UC Davis offers training opportunities that benefit all divisions within HHSA, including several opportunities that meet the training requirements for Social Services job classifications. Additionally, the California Department of Social Services Manual of Policies and Procedures, Division 14 "Staff Development and Training," requires that each county's Social Services Division file an annual training plan to the State. In accordance with the regulations, the staff training plan must reinforce existing knowledge of the programs, services, and legislation, as well as enable staff to acquire new skills and knowledge as a result of new legislation or new policies. UC Davis's Agreement provides the necessary training opportunities.

Department Head: Olivia Byron-Cooper  
Olivia Byron-Cooper (Jan 24, 2024 18:25 PST)

Signature

Purchasing Agent: Laura Schwartz  
Laura Schwartz (Jan 26, 2024 15:06 PST)

Signature

Board of Supervisors:

Date: [ ]

Item: 24-0829

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.)

UC Davis offers training opportunities that benefit all divisions within HHSA, including several opportunities that meet the training requirements for Social Services job classifications. Additionally, the California Department of Social Services Manual of Policies and Procedures, Division 14 "Staff Development and Training," requires that each county's Social Services Division file an annual training plan to the State. In accordance with the regulations, the staff training plan must reinforce existing knowledge of the programs, services, and legislation, as well as enable staff to acquire new skills and knowledge as a result of new legislation or new policies. UC Davis's Agreement provides the necessary training opportunities.

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

HHSA has contracted with the Regents of the University California - Davis since 2004 for training to enhance technical skills.

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

UC Davis has the expertise and course catalog needed to create an effective, customized, and relevant trainings program for the unique needs of HHSA. Some of the trainings they offer fulfill requirements for many Social Services job classifications. The County does not have staff that can provide the needed specialized training.

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

Staff would lose continuity of courses if taking a course in a series. We would lose established connections with instructors. We would also have to find a new vendor which offers the same or similar course load/catalog that fits our varied training needs, and fulfilling the requirements for Social Services job classifications. Additionally, the California Department of Social Services Manual of Policies and Procedures, Division 14 "Staff Development and Training," requires that each county's Social Services Division file an Annual Training Plan to the State. In accordance with the regulations, the staff training plan must reinforce existing knowledge of the programs, services, and legislation, as well as enable staff to acquire new skills and knowledge as a result of new legislation or new policies. UC Davis's Agreement provides the necessary training opportunities.

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.)

UC Davis has been the only local vendor to meet both our online/virtual and in-person training needs since 2004.

**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.)

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