

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received
September 23, 2024

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:	
12-EMS & Preparedness	1230100	
Contact Name:	Subobject:	User Code:
Kristine Guth		
Telephone:	Fax:	
530-621-7582		

Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
NEMSIS EMS Consulting	PO Box 521
Contact Name:	
Mark Roberts	Mentone, CA 92359
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$108,000	mark@nemsisv3.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:

The Emergency Medical Services (EMS) Agency, a Division of the Chief Administrative Office, requires consulting services to ensure compliance and utility for the EMS System. ImageTrend Inc. currently provides an Electronic Patient Care Report (ePCR) system that meets the State and Federal requirements identified in the California Health and Safety Code, Section 1797.227. NEMSIS EMS Consulting has demonstrated the skills and experience needed to manage the ImageTrend platform for the State of California, as well as other EMS agencies within California. In accordance with Procurement Policy C-17, Section 3.4.2, we are requesting an exemption from competitive bidding since NEMSIS EMS Consulting has a specialized level of knowledge and experience with the ImageTrend system.

Department Head: Sue Hennike
Signature
Purchasing Agent: Michele Weimer
Signature

Board of Supervisors:
Date:
Item:

P&C Assignment:
Assigned To: Matt Potter
Date: 9/23/24

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.)

NEMSIS EMS Consulting (contractor) has unique and specialized expertise. The contractor has a proven track record of successfully maintaining the intricate components of our ePCR system. The contractor has specialized knowledge of our software system's back end, data management protocols, Federal and State reporting requirements and integration processes that makes this contractor uniquely qualified to address the EMS Agency's needs effectively.

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

In May 2020, a contracting out analysis was conducted. Internal capacity and expertise was analyzed to determine if a current EMS job classification or IT had capacity to perform these functions. At that time, it was determined that this particular function was not part of the EMS job classifications and that IT did not have an internal subject matter expertise for the ImageTrend software program in IT. This remains true in 2024.

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

The maintenance of the ImageTrend software is periodic, requires a specialized level of knowledge and experience with the system. The contractor has a history of delivering quality results in a responsive manner to our organization. The contractor's familiarity with our specific requirements and challenges enables them to provide tailored solutions that align with the EMS Agency's operational goals and are in compliance with Federal and State requirements.

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

The consequences of not contracting with NEMSIS EMS Consulting include the following: risk of disruption of EMS workflows, systems and services; and, risk of disruption of mandated reporting to our Federal and State partners.

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.)

Market research conducted has revealed that there are limited providers with the requisite skills and experience specifically tailored to our EMS software, ImageTrend. Given the specialized nature of the work and the unique requirements of our EMS system, it has been substantiated that there are no viable competitors who can fulfill this contract with the same level of expertise and efficiency as the selected contractor, NEMSIS EMS Consulting.

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.)

We have found that the pricing proposed by this contractor, NEMSIS EMS Consulting, aligns with current market rates for consulting services in this field.

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

Given the critical nature of EMS operations, it is imperative that any modifications or enhancements to the ImageTrend software are executed seamlessly. This contractor is already well-versed in our ImageTrend software system, workflows and processes. This familiarity with our system significantly reduces the the time required for onboarding and training; minimizes the risk of disruption; and, ensures continuity of service for the EMS system.