

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:	
	5110100	
Contact Name:	Subsubject:	User Code:
Catalyst - CalWORKs Stage I Child Care		
Telephone:	Fax:	
5306427284		

Required Supplier / Vendor Information

Vendor / Supplier Name:	Vendor / Supplier Address:
Catalyst Community	350 Woodview Avenue, Suite 100
Contact Name:	
Tina Barna	Morgan Hill, CA 95037-2823
Estimated Purchase Price/Contract Amount:	Vendor / Supplier Email Address:
\$1,500,000	TBarna@Catalystcomm.org
Telephone:	Fax:
530-541-5848	530-541-1376

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:

Contractor will administer CalWORKs Stage I Child Care Case Management services for Welfare-to-Work participants referred to the Contractor by HHSA. Catalyst Community is the only Resource and Referral and Alternative Payment Program agency in El Dorado County. The agency has held multiple contracts with the State of California since its inception in 1976 and has a consistent track record of on-time and thorough reporting to the state. Catalyst Community has been the sole source contractor for the Foster Care Emergency Bridge since program implementation in 2018. Each of our contracts is in clear status. Catalyst Community is specially trained, experienced, expert, and competent to perform the services required for Stage 1 Child Care administration/case management. 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 Byron-Cooper (Mar 4, 2026 10:22:28 PST)
Signature

03/04/2026

Purchasing Agent: 
Michele Weimer (Mar 6, 2026 09:22:09 PST)
Signature

03/06/2026

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.)

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

El Dorado County HHS has historically administered the CalWORKs Stage I Child Care Program, primarily due to funding structure/allocations. Recently, the California Department of Social Services (CDSS) re-structured funding methodologies and developed a distinct Stage I Child Care allocation which can no longer be leveraged to support expenditures in other CalWORKs allocations (i.e. CalWORKs eligibility, WtW, etc.). With the establishment of a stand alone Stage I Child Care allocation, HHS program and fiscal staff evaluated ongoing economic and operational feasibility of program administration and concluded leveraging the established expertise of Catalyst Community would result in reduction in administrative costs and likely improve outcomes for local child care providers and families with children enrolled in child care services.

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

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

Catalyst Community is a highly respected Resource & Referral agency in the El Dorado County community. Local child care providers and families recognize Catalyst as a trusted entity successfully administering 4 Alternate Payment Programs to include CalWORKs Stage II Child Care (C2AP), CalWORKs Stage III Child Care (C3AP), California Alternative Payment Program (CAPP), and the Foster Care Emergency Bridge Program. A recent mandate requires counties cooperate with a newly formed Child Care Providers Union (CCPU) managed through CalHR which will result in an expansion in administrative duties including increased accounting and reconciliations for monthly union dues for each provider who is a union member. This will require separate manual payments outside of the CalSAWS system, one for the provider and one to CalHR, additional reporting requirements specific to CalHR, year-end 1099 manual modifications for each provider with union dues deducted from payments, and other additional levels of over-site and review for accuracy. Catalyst is familiar with these new requirements as they are applicable to the existing child care program funding sources they administer. Contracting with Catalyst for CW Stage I Child Care would relieve programmatic and administrative burden to HHS departments and result in administrative cost savings.

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.)

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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.)

Sole source - cost savings recognized in Admin

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

Total Annual Cost Est. for CC Admin (HSA): \$253,761 (does not include increase in workload/administrative expenditures with CC union dues which would potentially double in cost)

Total Annual Cost Est. for CC Admin/Indirect Admin (Catalyst): \$127,664

Cost Estimate Includes: Case Management, Reporting, Quality Assurance, and Indirect Overhead

Projected Administrative Cost Savings: \$108,097