

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

Date Received
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**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**

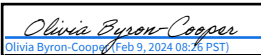
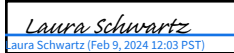
Department: 51-Social Services	Org Code: 5130	
Contact Name: Alexxa Lotze	Subobject: 	User Code: 
Telephone: (530)642-4860	Fax: (530)626-7427	

**Required Supplier / Vendor Information**

Vendor / Supplier Name: Catalyst Family Inc. (DBA Catalyst Community)	Vendor / Supplier Address: 870 Emerald Bay Rd., Ste. 400/401, South Lake Tahoe, CA 96150
Contact Name: Tina Barna	Heather Della-Ripa
Estimated Purchase Price/Contract Amount: \$780,000	Vendor / Supplier Email Address: tbarna@catalystcomm.org; hdellaripa@catalystcomm.org
Telephone: (530)541-5848	Fax: (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:

Child Welfare Services is requesting to renew the Catalyst Family Inc. (DBA Catalyst Community) contract and increase the maximum obligation amount to \$780,000. Contractor issues time-limited emergency child care vouchers or payments to child care providers on behalf of Eligible Families and/or Parenting Youth in foster care. The time-limited child care voucher or payment is available to help pay for child care costs for foster children birth up to age 13, children with exceptional needs, and severely disabled children up to age 21. The State of California Department of Education has designated Catalyst Community as our local Child Care Resource and Referral (R&R) Program to provide child care navigation and trauma-informed care training/coaching services for El Dorado County. The procurement is for services where the continuity of the provider will provide efficiency and critical knowledge that other providers cannot provide.

Department Head:	 <small>Olivia Byron-Cooper (Feb 9, 2024 08:26 PST)</small> Signature
Purchasing Agent:	 <small>Laura Schwartz (Feb 9, 2024 12:03 PST)</small> Signature

Board of Supervisors:	
Date:	
Item:	24-0316

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.)

Services provided by Catalyst Family Inc. (DBA Catalyst Community) include three components: 1) The provision of child care payments 2) A child care navigator to assist families with finding care, and 3) Trauma-informed care training for care providers who will also receive coaching to assist them in applying training curriculum and learn strategies for working with children in foster care. Pursuant to Senate Bill (SB) 89, the Bridge Program requires counties to enter into an agreement with the local Resource and Referral (R&R) agency for the 2nd and 3rd service components offered through the program. The State of California Department of Education has designated Catalyst Community as our local Child Care Resource and Referral (R&R) Program to provide child care navigation and trauma-informed care training/coaching services for El Dorado County. Contracting with this vendor ensure HHSA complies with the requirements. Catalyst Community also operates as the Alternative Payment Program for El Dorado County, and while the County is not required to contract for the childcare payment portion of the Bridge Program, the vendor is uniquely qualified to perform these childcare payment services.

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

On 06/27/2017, the Governor approved Senate Bill (SB)89, and included in SB 89 is a requirement that effective 01/01/2018 the "Emergency Child Care Bridge Program for Foster Children" (Bridge) be established by the State. The purpose of the Bridge program is to provide a mechanism for county child welfare departments to offer access to childcare for foster families during the first six (6) to twelve (12) months of foster care, whereupon the childcare subsidy will commence and the Bridge Program payments for childcare services will be discontinued for that client. Pursuant to Welfare and Institutions Code (WIC) 11461.6, the Emergency Child Care Bridge Program for Foster Children shall be administered by county welfare departments that choose to participate in the program. On 11/24/2017 (17-1181, Item 45), the Health and Human Services Agency (HHSA) received approval from the Board to submit a plan to the California Department of Social Services (CDSS) to opt-in and participate in the Bridge Program. Following Board approval, HHSA submitted the opt-in application to the State in 11/2017. The current Catalyst Family Inc. (DBA Catalyst Community) contract #5344 for Emergency Child Care Bridge Program vouchers or payments needs to be renewed effective 06/30/2024. This requires the submittal of a renewal request which will exceed \$100,000 and will require Board of Supervisor approval.

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?

If we are unable to continue contracting with Catalyst Family Inc. (DBA Catalyst Community), there will be no access to childcare payments, navigation, and trauma-informed care training/coaching services for foster families during the first six (6) to twelve (12) months of foster care. This means that foster children/youth and their families will not have access to Resource and Referral (R&R)Program services through Catalyst Community as designated by the State of California Department of Education. Lack of access to childcare following the immediate removal of a child/youth would be a significant barrier to potential resources for families seeking to take in a foster child.

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.)

Pursuant to Senate Bill (SB) 89, the Bridge Program requires counties to enter into an agreement with the local Resource and Referral (R&R) agency for the 2nd and 3rd service components offered through the program. The State of California Department of Education has designated Catalyst Community as the local Child Care Resource and Referral (R&R) Program to provide child care navigation and trauma-informed care training/coaching services for El Dorado County. Contracting with this vendor ensure HHSa complies with the requirements, and the vendor is uniquely qualified to perform childcare payment services. Therefore, there was no further effort to identify other providers that can provide these services.

**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.)

Pursuant to Senate Bill (SB) 89, the Bridge Program requires counties to enter into an agreement with the local Resource and Referral (R&R) agency for the 2nd and 3rd service components offered through the program. The State of California Department of Education has designated Catalyst Community as the local Child Care Resource and Referral (R&R) Program to provide child care navigation and trauma-informed care training/coaching services for El Dorado County. Contracting with this vendor ensure HHSa complies with the requirements, and the vendor is uniquely qualified to perform childcare payment services. Emergency childcare voucher and payment compensation must be in accordance with the regional market rate (RMR) ceilings for subsidized child care payment rates effective at the time of service. The most current rates are referenced on the Department of Social Services website under Reimbursement for Subsidized Child Care. Given all of the specialized services that Catalyst Community provides, their costs appear fair and reasonable.

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

N/A.