

CONTRACT PROCESSING FORM

The blue contract routing sheet requires you to contact Human Resources so that the contract can be reviewed as to whether or not you are contracting out what might be bargaining unit work. This form is sent to HR along with the service contract. All contracts must be reviewed, regardless of dollar amount.

TODAY'S DATE: 07/20/18

DATE NEEDED BY: 8/10/18

VENDOR: USDA #14-32

AGREEMENT #: 18-7306-6574-RA

SERVICE REQUIRED:

Maintenance of Integrated Wildlife Damage Management (IWDM) program to protect residents, property, livestock, crops, and natural resources from damage caused by predators and other nuisance wildlife.

CONTRACT DETAILS:

- 1. Original Contract Amount: \$ 64,260.00
- 2. Contract Term: 7/1/18-6/30/19

IF this is an addendum or amendment to an existing contract please complete #3 - #12 (otherwise skip to #7):

- 3. Additional Contract Amount: _____
- 4. Revised Contract Amount: _____
- 5. Revised/New Contract Term: _____

6. We are changing/amending this contract because:

- 7. Is this an "As Needed" Contract: Yes No
- 8. Is this a renewal: Yes No

If yes, how many times have we contracted with this vendor and what is the number of renewals/years with this particular vendor/agency/company?

The Wildlife Services program was a cooperative venture between El Dorado/Alpine County and the United States Department of Agriculture (USDA)- In the past the USDA was providing one full time employee at no county cost as a 50/50 match for the county's one full time Wildlife Services employee. In FY13/14 the USDA started a cost recovery for the position. This will be the sixth year of contracting for payment. USDA-APHIS has maintained an effective IWDM program to resolve conflicts in our county.

9. Please explain why County employees should not or cannot perform this work? Special skills or qualifications required, work of sensitive nature, neutral party preferred etc...

The county has one Wildlife Specialist that works with the USDA employee with the main focus of the program providing technical assistance to prevent wildlife conflicts and to remove only the animals that are causing the problem. Our employee is in the Trades and Crafts Union. Training and professional oversight is provided by the Agricultural Commissioner and the USDA Regional Wildlife Services Supervisor. The USDA APHIS has the licensing for the chemical drugs used for the disposal of nuisance animals. When the Trappers are on an emergency call (i.e. Mountain Lion or Bear) they work together.

10. Is it a legal requirement to use an outside vendor for service? Yes No

If yes, please state what law or mandate you are referring to.

Safely & professionally utilize approved wildlife damage management tools/equipment including firearms (including high-pressure air rifles), advanced optics, assorted snaring devices, trailing hounds, all-terrain vehicles, leg-hold traps for the protection of endangered species and public safety, cage-type & other specialized traps, deterrent methods/devices (including pyrotechnics), Environmental Protection Agency approved toxicants (including euthanasia drugs), night vision equipment and electronic calling devices. The euthanasia drugs are obtained solely by the USDA, our department is not able to obtain these drugs that are necessary to use on nuisance animals.

11. If this is a temporary special assignment, why do the services continue to be required?


12. Is this contract associated with any grants/other contracts that fund County employee jobs? Yes No

Please explain:

**FEASIBILITY ANALYSIS
FOR CONTRACTING OUT FOR PROFESSIONAL SERVICES**

The following questions are intended to guide the Department in determining if it is feasible to contract out services versus using in-house labor, in order to comply with the County Charter and Ordinance 3.13 Contracting Out.

- (1) Is a contract necessary to protect against a conflict of interest or to ensure independent and unbiased findings where there is a need for an outside perspective? YES NO
If "YES" explanation is required:

 **STOP – If "YES", no further questions are required to be answered. Submit contract to County Counsel with this form.**

If "NO" proceed to answer questions (2) through (4).


- (2) Does the nature of the work involve emergency services (i.e., issues related to health and safety) where existing County staff cannot perform the work in the time required? YES NO

- (3) Is the contract with or among other governmental entities or agencies? YES NO

If "YES" specify:

United States Department of Agriculture Animal and Plant Health Inspection Services

- (4) Is there legislative authority or other mandates that the service be performed by independent contractors? If "YES" what is the authority? YES NO

 **STOP – If the answer to any of the above questions (2) through (4) is "YES", skip questions (5) through (11) and proceed to answer questions (12) and (13).**

If the answers to all questions (1) through (4) are "NO", proceed to answer questions (5) & (6).

- (5) Are there specialty skills required for the performance of work which are not expressly identified in County classifications (be sure to consider entire County, not just the contracting department)? If "YES" describe. YES NO

- (6) Is the ongoing aggregate of work to be performed under this contract or contract amendment not sufficient to warrant addition of permanent staff? YES NO
If "YES" explain.

If "YES" to ANY of questions (2) through (6), an economic analysis is NOT required; skip questions (7) through (11), and proceed to answer questions (12) and (13).

If "NO" to ALL questions (1) through (6) answer questions (7) through (13), and **COMPLETE** the Economic Analysis on page 3.

- (7) Are there legislative, administrative or legal goals and purposes that cannot be accomplished through the use of persons other than independent contractors? YES NO
- (8) Has there been an inability to hire qualified personnel as evidenced by past recruitments? YES NO
- (9) Is there a critical deadline (other than for health, safety or welfare) for the performance of this work? If "YES", describe the nature of the deadline and consequences of not performing work by a certain deadline. YES NO

- (10) Is the nature of the work temporary or occasional? YES NO
- (11) Will a contractor provide equipment, materials, facilities, administration or support services related to providing work that may not feasibly be provided by the County? (See Economic Analysis form for more detail.) YES NO

(answer questions 12 and 13, whether or not an Economic Analysis was necessary)

- (12) Is the work to be performed expressly identified or described in classifications assigned to bargaining units? Briefly describe the work to be performed: YES NO UNSURE

Yes, a portion of this position goes hand and hand with our Wildlife Specialist who is in the Trades and Crafts Union, the difference is the USDA APHIS has the licensing for the chemical drugs used for the disposal of nuisance animals. When the Trappers are on an emergency call (ie Mountain Lion or Bear) they work together.

- (13) If answering "YES" or "UNSURE" to question (12) have you contacted Human Resources? YES NO

Date contacted: _____ What was the result?

Approval by Misty Garcia _____

COMPLETE ONLY IF QUESTIONS 7-11 WERE REQUIRED TO BE ANSWERED
ECONOMIC ANALYSIS
FOR USE OF COUNTY STAFF vs CONTRACTED SERVICES

DESCRIPTION OF SERVICES REQUIRED:

LABOR COST:

Title of Position Required: _____

Duration of Project (specify "ongoing" or number of months/weeks): _____

Work Frequency on Average: _____ (hours) per _____ Period = 0.00 (total hours)

Hourly Rate @ Step 5 (in lieu of adding non-productive, leave hours): _____ A

Add Benefit Rate (A x 35%) 35% B

Total Hourly Rate: 0.00 C = A X B

Total Hours Required (up front training, direct project hours): _____ D

TOTAL ANNUAL LABOR COSTS: 0.00 E = C X D

OTHER COSTS:

Training (tuition, materials, conferences, travel, etc.): _____ F

Supplies (office supplies, computer, laptop, cell phone stipend): _____ G

Space Requirements (phone, security badge, workstation): _____ H

TOTAL OTHER COSTS: 0.00 I = F + G +H

TOTAL LABOR AND OTHER COSTS: 0.00 E + I