

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: 53-Behavioral Health	Org Code: 5310	
Contact Name: Alisha Bryden	Subobject: 	User Code:
Telephone: 530-642-7317	Fax: 	


Required Supplier / Vendor Information


Vendor / Supplier Name: Pioneer Union School District	Vendor / Supplier Address: 6862 MT AUKUM RD, Somerset 95684
Contact Name: Kelly Howard	
Estimated Purchase Price/Contract Amount: \$209,000	Vendor / Supplier Email Address: khoward@pioneerusd.org
Telephone: (530)620-3556	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:

Pioneer Union School District (Pioneer) will provide Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) services by offering short-term individual, non-directive play services with a trained school aide to students in transitional kindergarten through third (3rd) grade who are at risk of developing emotional problems. Students are selected for program participation through a selection process that includes completion of standardized assessments and input from the school-based mental health professionals and teachers.

Exemption is Policy C-173.4.2(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." These services are specifically for students of this school district and therefore the district itself is best suited to serve them as they are already set up to service the students and the students are there for the majority of the time during the day while school is in session. No other vendor can provide similar efficiencies within this school district or critical knowledge.

Department Head: 
Olivia Byron-Cooper (May 23, 2023 16:10 PDT)
Signature

Purchasing Agent: 
Signature

Board of Supervisors:
Date: 06/27/23
Item: 23-1049

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.)

Pioneer provides a school-based screening team within its local school district to determine those children who are at risk of developing emotional problems based on indications of difficulties experienced with adjustments in school. Pioneer Union USD provides supervised and trained child aides provide weekly non-directive play sessions with the selected students. Pioneer USD oversees two (2) elementary schools within its district where these services are provided and therefore the district itself is best suited to serve these students.

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

On 6/9/2020, the County's Health and Human Services Mental Health Services Three-Year Program and Expenditure Plan, covering Fiscal Year (FY) 2020-21 - FY 2022-23 was adopted by the Board of Supervisors (File ID 22-0832). One of the areas of focus for the PEI projects was adding Pioneer as an additional provider for the Primary Project to expand direct services to more children in the South County school district. This agreement will provide prevention and early intervention mental health services to students of the Pioneer Union School District.

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

Pioneer is a school district headquartered in Somerset, CA that contains three (3) schools. As these services are provided in the South County school districts, Pioneer USD administers these MHSA PEI services directly to students in need that are enrolled in the elementary schools in this district. Primary Project services may be offered by the Contractor at the following school sites and for the following populations: Pioneer Elementary School, Walt Tyler Elementary School, and to students not attending one of the identified schools but who live in the South County service area or other service areas and can provide transportation to one of the above-identified school sites in the County of El Dorado.

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

This Agreement with Pioneer for Primary Project services will implement prevention and early intervention strategies for the students who are at risk of developing emotional problems in transitional-kindergarten through third grade. Without the approval of this sole source agreement, these services will not be offered, and HHSA will be out of compliance with its board-adopted MHSA Three-Year Program and Expenditure Plan (Plan), which includes these PEI services and school district in the plan.

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.)

Pioneer oversees the schools located in the South El Dorado County service area. No market research was done.

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.)

Rates are comparable to the other PEI agreements that HHSA has in place with other local County school districts. These rates were determined based on what it would cost the school district to hire to provide these services.

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

Under the Mental Health Services Act (MHSA), a one (1) percent tax on personal income in excess of \$1,000,000, is garnered and the funds from the tax are distributed to California counties to transform the Mental Health System into one that is consumer and family driven, is recovery oriented, accessible and culturally competent, and offers services appropriate for the population that is served. PEI services are a budgeted MHSA service under HHSA's adopted Fiscal Year 2020/23 MHSA Plan.

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Requesting Department Information

Department: 53-Behavioral Health	Org Code: 5310	
Contact Name: Alisha Bryden	Subobject: 	User Code:
Telephone: 530-642-7317	Fax: 	



Required Supplier / Vendor Information

Vendor / Supplier Name: Black Oak Mine Unified School District	Vendor / Supplier Address: 6540 Wentworth Springs Rd., Georgetown 95634
Contact Name: Lucy Oliveira	
Estimated Purchase Price/Contract Amount: \$452,000	Vendor / Supplier Email Address: loliveira@bomusd.org
Telephone: (530) 333-2300	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:

Black Oak Mine Union Unified School District (USD) provides Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) services by offering short-term individual, non-directive play services with a trained school aide to students in transitional kindergarten through third (3rd) grade who are at risk of developing emotional problems. Students are selected for program participation through a selection process that includes completion of standardized assessments and input from the school-based mental health professionals and teachers.

Exemption is Policy C-173.4.2(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." These services are specifically for students of this school district and therefore the district itself is best suited to serve them as they are already set up to service the students and the students are there for the majority of the time during the day while school is in session. No other vendor can provide similar efficiencies within this school district or critical knowledge.

Department Head:	 <small>Olivia Byron-Cooper (May 23, 2023 16:10 PDT)</small> Signature
Purchasing Agent:	 Signature

Board of Supervisors:
Date: 06/27/2023
Item: 23-1049

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.)

Black Oak Mine Union USD provides a school-based screening team within its local school district to determine those children who are at risk of developing emotional problems based on indications of difficulties experienced with adjustments in school. Black Oak Mine Union USD provides supervised and trained child aides provide weekly non-directive play sessions with the selected students. Black Oak Union USD oversees four elementary schools within its district where these services are provided.

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

El Dorado County Health and Human Services Agency (HHSA) has been contracting with Black Oak Mine Union USD since 2017 for the delivery of MHSA PEI services within its district. This new Agreement 7367 is a renewal Agreement for same services of Agreement 4830, which expires 6/30/2023

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

Black Oak Mine Union USD is a school district headquartered in Georgetown, CA that contains six (6) schools and 1,284 students. As these services are provided in local school districts, Black Oak Mine Union USD administers these MHSA PEI services directly to students in need that are enrolled in the elementary schools in this district. Primary Project services may be offered by the Contractor at the following school sites and for the following populations: Northside Elementary, Georgetown Elementary, Otter Creek Elementary, American River Charter School, and to students not attending one of the identified schools but who live in the North County service area or other service areas and can provide transportation to one of the above-identified school sites in the County of El Dorado.

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

This Agreement with Black Oak Mine USD for Primary Project services will implement prevention and early intervention strategies for the students who are at risk of developing emotional problems in transitional-kindergarten through third grade. Without the approval of this sole source agreement, these services will not be offered, and HHSA will be out of compliance with its board-adopted MHSA Three-Year Program and Expenditure Plan (Plan), which includes these PEI services in the plan.

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.)

Black Oak Mine Union USD oversees the schools located in the North El Dorado County service area. No market research was done.

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.)

Rates are comparable to the other PEI agreements that HHSA has in place with other local County school districts. These rates were determined based on what it would cost the school district to hire to provide these services.

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

Under the Mental Health Services Act (MHSA), a one (1) percent tax on personal income in excess of \$1,000,000, is garnered and the funds from the tax are distributed to California counties to transform the Mental Health System into one that is consumer and family driven, is recovery oriented, accessible and culturally competent, and offers services appropriate for the population that is served. PEI services are a budgeted MHSA service under HHSA's adopted Fiscal Year 2020/23 MHSA Plan and proposed FY 2023/24 through 2025/26 MHSA Three Year Plan.

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Contact Name: Alisha Bryden	Subobject: 	User Code:
Telephone: 530-642-7317	Fax: 	



Required Supplier / Vendor Information

Vendor / Supplier Name: Lake Tahoe Community College (LTCC)	Vendor / Supplier Address: One College Drive, South Lake Tahoe 96150
Contact Name: Laura Metune	
Estimated Purchase Price/Contract Amount: \$160,000	Vendor / Supplier Email Address: Metune@ltcc.edu
Telephone: (916)205-3210	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:

Lake Tahoe Community College (LTCC) subcontracts with TimelyMD for the provision of mental health services to their college students. The TimelyCare Project is a Prevention and Early Intervention (PEI) program that provides treatment to address and promote recovery and related functional outcomes for a mental illness early in its emergence. Students enrolled at Lake Tahoe Community College, through their TimelyMD application, will have upgraded access to the TimelyCare telehealth application to schedule and attend one-time or ongoing mental health appointments with medical doctors. This service is intended for students with mild-to-moderate mental health needs. The service is available 24/7 and is differentiated from crisis services.

Exemption is Policy C-17 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." This contract is with a Lake Tahoe Community College providing services within the school. Direct services are provided by TimelyMD which does not contract with anyone other than colleges and universities.

Department Head:	 <small>Olivia Byron-Cooper (May 23, 2023 16:10 PDT)</small> Signature
Purchasing Agent:	 Signature

Board of Supervisors:
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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.)

Lake Tahoe Community College (LTCC) contributed funding to this program to enable its students to utilize the TimelyMD application for basic mental and physical health needs. Through this agreement, El Dorado County HHSAs intend to contribute MHSAs funds to LTCC to allow students access to up to 12 scheduled mental health scheduled sessions per year. TimelyMD only contracts with colleges and LTCC is the only community college on the East Slope, thus is the only vendor that can provide these connected services to their students.

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

The Health and Human Services Agency's (HHSAs) MHSAs Annual Update for Fiscal Year (FY) 2021-22, approved by the Board on June 22, 2021, included a component modification to PEI for the TimelyCare Project to be implemented on the LTCC campus. The goal of this effort will be to ensure that LTCC students can have direct access to mental health services that they may be eligible for as students.

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

TimelyMD is an entity that provides physical and mental health services to community colleges. TimelyMD does not contract with counties, therefore, LTCC has agreed to subcontract with TimelyMD to provide these mental health services. HHSAs has contracted with LTCC for the TimelyCare Project beginning in 2021 for these services. As LTCC is the only college in South Lake Tahoe, and contracts directly with TimelyMD for TimelyCare services, this is the only vendor that can provide these services in the Tahoe Basin.

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

Without the approval of this sole source agreement, HHSAs will be unable to support college students at LTCC and students may lose access to critical mental health services. Additionally, HHSAs will be out of compliance with its board-adopted MHSAs Three-Year Program and Expenditure Plan (Plan), which includes these PEI services for LTCC in the plan.

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.)

No market research was done.

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.)

These rates were determined based on what it would cost LTCC to increase access to mental health services in their college campus, through the implementation of the TimelyCare Project.

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

Under the Mental Health Services Act (MHSA), a one (1) percent tax on personal income in excess of \$1,000,000, is garnered and the funds from the tax are distributed to California counties to transform the Mental Health System into one that is consumer and family driven, is recovery oriented, accessible and culturally competent, and offers services appropriate for the population that is served. PEI services are a budgeted MHSA service under HHS's adopted Fiscal Year 2020/21-2022/23 MHSA Plan and proposed Fiscal Year 2023/24-2025/26 Plan.