



## Suspension of Competition Acquisition Request

 [Email Me](#)  
Double click!

1. Fully describe the product(s) and/or service(s) being requested.

The Department of Public Health (DPH) requires skill-building training to be provided to DPH and other County department management and senior management staff, to include Clifton StrengthsFinder training, in addition to other similar skill-building trainings that can be made available through the California State University, Fresno (CSUF) Foundation.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

California State University, Fresno Foundation 4910 N. Chestnut Ave., Fresno CA 93726-1852  
Linda Christian, Associate Director, Post Award Administration (lindacar@csufresno.edu) (559) 278-0850
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The DPH is seeking a three-year base term Board agreement, with the option to extend the agreement for two additional one year periods, to be effective 6/18/2024 with a total maximum compensation not to exceed \$200,000.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.

The DPH contacted CSUF, Fresno City College, and Fresno Pacific University. CSUF is the only local educational institution that has the Clifton StrengthsFinder training required by the DPH. Additionally, two CSUF faculty members are certified in the Clifton StrengthsFinder curriculum and will facilitate the training provided to County staff. CSUF's training structure is tailored to the DPH's needs, in that it is offered as an initial half-day training, followed by a six-to-eight week execution period, and concluding with a final half-day training. The cost structure includes: in-person instruction sessions to the County's cohorts, session material costs (including assessments access and reports), and the training facilities. The inclusion of the training facilities is especially advantageous to the County, in that it provides an all-inclusive package which both simplifies and expedites initiation of the training dates.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - When the contract is with a federal, state, or local governmental agency.
  - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$5,000 whichever is more.
  - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.

The DPH was awarded a California Department of Public Health (CDPH) Future of Public Health grant, effective July 1, 2022. The purpose of the grant is to improve the County's public health workforce and infrastructure by supporting the hiring and retention of permanent staff, equipment, supplies and other related administrative costs. Offering continuing training and experiences to the public health workforce will benefit the County as it will allow the DPH to fulfill grant-approved, scope-of-work activities, which will result in a positive impact to the public health services provided to the community. In addition, it will strengthen and empower County staff by enhancing valuable skillsets and expanding their knowledge.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.

Although the County has an internship agreement with CSUF to provide educational and field learning experiences, this partnership will expand the County's presence to the CSUF programs that County departments currently do not regularly interface with, such as the potential increase in internship opportunities to a larger student audience. CSUF also includes the training facilities in their cost structure, which makes the training setup more expedient due to the training being all-inclusive (training curriculum and venue). The DPH's Senior Management has previously utilized the CSUF location and facilities for their offsite team building and strategic planning meetings and concluded from that experience that the campus, staff, and training facilities exceeded expectations and enhanced their training experience. The CSUF campus is conveniently located and is easily accessible which

mitigates additional staff travel costs for attending the in-person trainings. In-person trainings will provide the Department's staff a more engaging and interactive environment and reduce the occurrence of technological interruptions.

The DPH contacted CSUF, Fresno City College, and Fresno Pacific University. Solely CSUF has the Clifton StrengthsFinder training and certified trainers required by the Department.

rbynum 4/30/2024 11:07:18 AM

Sr. Staff Analyst

[\[✕ Sign\]](#) Double click!

Requested By:

Title

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

dluchini 4/30/2024 12:17:01 PM

[\[✕ Sign\]](#) Double click!

Department Head Signature

mvilanova 5/2/2024 11:12:19 AM

[\[✕ Sign\]](#) Double click!

Purchasing Manager Signature