



## Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
The Department of Social Services is seeking an unrestricted emergency shelter for homeless individuals. The emergency shelter must be able to house single adults with no children while the client is in the process of acquiring the necessary documents to be placed into permanent housing. The agency must also be a member of the Fresno Madera Continuum of Care (FMCoC) and be participating in the Coordinated Entry System.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Vendor: Turning Point of Central California, Inc (TPOCC)  
Address: 1638 L Street, Fresno, CA 93710  
Contact: Jody Ketcheside, Deputy Regional Director  
Phone: 559-233-2663  
Email: jketcheside@tpocc.org
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 total cost is \$390,000. Each 12-month term is at a cost of \$130,000 with a total of three terms.
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.  
TPOCC is the only agency in the County of Fresno that provides unrestricted emergency shelter services. With an unrestricted emergency shelter, clients will be easily located to ensure that they receive the necessary services to obtain permanent housing in a timely manner. Additionally, TPOCC was recommended by the FMCoC to continue providing this service to the community.
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 \$2,500 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.  
TPOCC provides an unrestricted emergency shelter which is necessary in the community in order to more efficiently provide homeless individuals with the services necessary to be placed in permanent housing. The FMCoC is the federally required community representative recognized by the Department of Housing and Urban Development (HUD) to assist the County with ESG related planning. The FMCoC determined TPOCC to be the vendor suited to meet the needs of the community in this regard. Additionally, TPOCC is a member of the FMCoC and participating in the Coordinated Entry System, as required by Federal Regulation.
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.  
TPOCC is the only agency with an unrestricted emergency shelter. There are two other emergency shelters within the FMCoC but they are not unrestricted. Marjaree Mason Center serves victims of domestic violence and Fresno Economic Opportunities Commission's Sanctuary serves the youth. The Fresno Rescue Mission is not a member of the FMCoC; they provide services to adults, but with the restrictions. Additionally, DSS is required to consult with the FMCoC on ESG funded services and the FMCoC has recommended TPOCC as the provider of emergency shelter services to benefit the FMCoC agencies and clients.

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Requested By:

Staff Analyst

Title

[\[✉ Sign\]](#) Double click!

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

dneira 5/16/2018 3:01:48 PM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 5/17/2018 7:54:50 AM

Purchasing Manager Signature

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