



## 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 (DSS) is seeking a California Department of Education approved Alternative Payment Program (APP) provider to administer voucher disbursement services on behalf of families involved in the Emergency Child Care Bridge Program for Foster Children (Bridge Program). DSS is participating in the Bridge program and are authorized by the California Department of Social Services (CDSS) to enter solely into an agreement with a Fresno County designated APP provider for the provision of voucher distribution services.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Gayle Duffy  
Executive Director  
(559) 456-1100  
Central Valley Children's Services Network  
1911 N. Helm Ave  
Fresno, CA 93727  
gayled@cvcsn.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 of the acquisition is \$1,885,602 over the cumulative term of the agreement and \$628,534 over each one (1) year potential renewal term. This includes the estimated value of issued vouchers and administrative cost. The initial term of the agreement for these services will be effective November 1, 2018 through June 30, 2019 and will include two (2) optional one (1) year renewals.

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.

Participation in the Bridge program requires the administration and issuance of over \$600,000 in child care voucher subsidies. DSS seeks to contract for these services and are restricted by CDSS directive to contract only with a State-approved APP county provider. There are two (2) APPs, Central Valley Children's Services Network (CVCSN) and Supportive Services, Inc., that provide services within the County of Fresno. Participation in the Bridge Program also requires DSS to contract specifically with CVCSN, as they are the only State designated Resource and Referral (R&R) agency in the county. These components involve child care navigator services and care giver training. These services are strongly intertwined with the child care voucher issuance component. As such, it is deemed to be in the county's best interest to suspend competition and contract with CVCSN for voucher distribution. CVCSN will be familiar with Bridge-participating families as well as involved child care providers. Overall, the use of CVCSN for voucher disbursement services will support greater efficiency by contracting all Bridge components with one agency instead of multiple.

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.

Without an APP, DSS will be responsible for coordinating payment for child care services. It is cost beneficial to contract for these services, and will not divert staff resources to administer payments for such a large-scale project. CDSS acknowledges this internal administrative burden and has allowed counties participating in the Bridge Program the option to utilize APPs for this purpose.

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.

CVCSN and Supportive Services, Inc. are the only CDE approved APPs in Fresno County.  
As the State designated R&R agency, CVCSN is the only vendor able to provide all the necessary components of the Bridge Program.

cheyang 8/28/2018 2:08:06 PM

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 8/29/2018 9:12:39 AM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 9/10/2018 10:51:04 AM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!