



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.
The Department of Social Services (DSS) requests the continuation of a customized training program for social services, human services, and public sector management that meets State and Federal mandated staff training requirements.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
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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 agreement is for two years, July 1, 2023 - June 30, 2025. There are no renewal terms. The total cost is \$790,500.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.
The requested training services are required in accordance with DSS' Annual Training Plan mandated by the State of California Health and Human Services Agency and Department of Social Services, Manual of Policies and Procedures, Chapter 14. The State has designated UC Davis as the sole provider of these comprehensive training services to all county social services departments in California.
5. Explain why the unique qualities and/or capabilities described above are essential to your department.
Because the State has designated UC Davis as the sole provider of mandated social services training programs, the continuation of contracted training services through UC Davis is required for DSS to remain in compliance with State and Federal regulations.
6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.
UC Davis Human Services Programs began more than 30 years ago as a partnership between the State and the university to address the needs of rural counties to develop new skills for their social workers. Their programs have expanded to become the sole State-approved comprehensive social services, human services, and public sector management training programs for all 58 California counties.

jwatts 5/5/2023 2:10:43 PM

Requested By:

Staff Analyst

Title

[\[Sign\]](#) Double click!

I approve this request to sole source for the service(s) and/or product(s) identified herein.

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Department Head Signature

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Purchasing Manager Signature

[✉ Sign] Double click!