



Macros Must Be Enabled -- Please Re-open and Enable
Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
 The Department of Behavioral Health is in need of property management services through a Master Leasing Program that would provide up to 68 housing units to adults with a serious mental illness who are at-risk of homelessness and connected to the Department. Along with providing the housing units, the property manager would also coordinate move-ins/outs and maintenance of the units, collect tenant-portion of rent, deposits, maintenance charges and PG&E costs, as well as conduct interior and exterior inspections of all units.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
 The selected vendor is RH Community Builders, located on 2550 W Clinton Ave #142, Fresno, CA 93705. Their point of contact is Executive Director Katie Wilbur, who could be reached by calling 559-314-3914 or through her email address, katie@rhcbfresno.com.
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 initial 3-year term is \$3,683,965. If the agreement is renewed for both additional 1-year terms, the total cost of the agreement would be \$6,393,186.
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 Master Leasing Program is currently active and is near capacity with RH Community Builders as the property manager through Agreement No. A-20-312-1. They are uniquely suited to provide the required services because they are the only vendor that can seamlessly provide master lease housing and property management services for all of the leased units in which persons served by the Department are residing.
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.
 RH Community Builders owns the apartments that are made available to the Master Lease Program, 67 of which are occupied by persons served. Keeping their tenancy at the current units will aid in the program's goal of maintaining housing while removing barriers to obtaining permanent housing outside of the program. It will also mitigate administrative, clinical, and financial burdens to the Department.
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.
 DBH explored the County managing and operating tenant property management services or initiating a competitive bidding process for housing supportive services, but found it in the best interest of persons served to maintain RH Community Builders as property management with DBH as the supportive service provider.

gharrison 5/18/2022 3:08:31 PM [\[Sign\]](#) Double click!
 Requested By: _____ Title _____

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

sholt 5/20/2022 8:15:08 AM [\[Sign\]](#) Double click!
 Department Head Signature _____

gcornuelle 5/23/2022 7:26:44 AM [\[Sign\]](#) Double click!

Purchasing Manager Signature