



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 educational counseling services for California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) participants attending State Center Community College District (SCCCD) campuses, specifically at Fresno City College (FCC), Reedley College (RC) and Clovis Community College Center (CCCC). The Department is requesting an entity that will allow Job Specialists (JSs) to collocate on campus, so clients are able to receive comprehensive services from both the Department's Job Specialist and counseling staff.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Mary Beth Mossette, M.A.
CalWORKs Director, Fresno City College
1171 Fulton St.
Fresno, Ca. 93721
(559)442-8286 ext. 8686
Marybeth.mossette@fresnocitycollege.edu
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.
\$400,000 for the initial 12 month term; \$400,000 for each 12 month term thereafter (maximum 4 renewals) for a total of \$2,000,000.
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 Agreement will allow CalWORKs WTW participants to receive educational counseling services from SCCCDCD staff dedicated to serving this specific population. Services provided through this Agreement will allow for extra support to assist CalWORKs students with registration, determining a class schedule, and guidance through the overall academic experience.
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.
Some CalWORKs clients are required participate in an approved WTW activity. Many WTW participants choose to continue their education by attending community college. Having counselors specifically dedicated to CalWORKS clients contributes to increased successful outcomes as clients work towards self-sufficiency.
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.
SCCCD is the governmental agency overseeing the operations of the only three accredited community college campuses located in Fresno County. The counselors located at each campus are knowledgeable of WTW requirements. SCCCDCD also has the capability to allow Department JSs to collocate on campus so students have immediate access to both Departmental Staff as well as counseling staff. There are no alternative providers in Fresno County.

mwallis 5/6/2020 8:44:33 AM

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Requested By:

Title

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

dneira 5/6/2020 8:52:22 AM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 5/8/2020 3:32:29 PM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!