



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
The Fresno County Department of Public Health (FCDPH) is seeking a contractor to complete comprehensive evaluation services for the Advancing Health Literacy (AHL) grant program. Services include assisting with identifying and collecting baseline data, assisting with completing deliverables and reports to the grantor, developing measurement tools such as assessments, surveys, interview questions, etc. to measure the progress and success of the program, and meeting with FCDPH program staff and sub-contractor staff on a regular basis to provide guidance and technical assistance.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
California State University Fresno Foundation, through its Central Valley Health Policy Institute (CVHPI)
1625 E. Shaw Avenue, Suite 146
Fresno, CA 93740-8106
559-228-2152
Emanuel Alcalá, Assistant Director
ealcala@mail.fresnostate.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.
\$37,500 - Year 1 - Contract execution through June 30, 2022
\$50,000 - Year 2 - July 1, 2022-June 30, 2023
Total - \$87,500
No potential renewal 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.
The AHL grant was awarded to 73 jurisdictions nationwide. There were only 4 instances where both the City and the County received the award. Fresno was one of them. Both the City of Fresno and the County of Fresno received this award. CVHPI will be the evaluation contractor for the City of Fresno. By having the same contractor, the County will be at an advantage to compare activities, successes, and challenges to what the City is doing through their program. CVHPI will be able to provide better technical assistance to both grantees by aligning evaluation tools and resources. This will also provide more rich data at the conclusion of the program to support activities that were successful and had meaningful outcomes.
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.
The AHL requires evaluation of the program to measure successes, challenges, and document outcomes. FCDPH program staff does not have capacity to complete the evaluation activities and must therefore find a contractor. CVHPI is the evaluation contractor for the same award for the City of Fresno. By using the same contractor, the programs will have better alignment, resources, and outcomes.
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.
FCDPH program staff inquired with both the City of Fresno and CVHPI to confirm that CVHPI would be the contractor for the City of Fresno award. Alignment would benefit both awardees to have more meaningful evaluation services. The Evaluation team would be able to align performance measures between the two projects. This would lead to better coordination between the two projects as well as better data to indicate which initiatives and

activities were more effective than others. This data can be shared with the funder as well as with other awardees to assist with their projects.

mruvalcaba 10/1/2021 9:29:05 AM

Requested By:

Program Manager

Title

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

dluchini 10/1/2021 11:24:47 AM

Department Head Signature

[ Sign] Double click!

gcornuelle 11/10/2021 9:21:32 AM

Purchasing Manager Signature

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