



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.
The Student Health and Counseling Center (SHCC) at California State University, Fresno (CSUF) will provide testing and screening services on sexually transmitted diseases (STDs) for students at the University. SHCC will also provide counseling services as needed.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
California State University, Fresno - Student Health and Counseling Center
Dr. Robert Mitchell - Director of Medical Services
5044 N. Barton Avenue M/S HC 81
559-278-2734
robertmitchell@csufresno.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.
The agreement will cost \$100,000 per fiscal year with an initial 3 year term from fiscal year 23/24 through fiscal year 25/26, and with 2 possible 12 month extensions. Contract total not to exceed \$500,000.
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 SHCC is the sole health clinic for the CSUF campus and serves the entire student body at the university. Each year thousands of students are seen by the SHCC for their various medical needs including screening, testing, and treatment for several STDs. CSUF (including students) has a need for free or affordable testing and screenings as they perform thousands of tests per year.
5. Explain why the unique qualities and/or capabilities described above are essential to your department.
The Department wishes to fund the only student services medical provider for the CSUF student body. The SHCC is the only provider of these services on campus. This will assist the department (DPH) in its goal of increasing screenings, testing, and treatment for STDs among the college age population, particularly for CSUF students.
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.
SHCC is the only medical provider on the CSUF campus that provides testing and treatment for STDs, no other options or medical providers are available or can be considered for this project due to the unique situation of providing increased STD testing and screenings to CSUF students.

aadebiyi 10/5/2023 9:16:23 AM

Requested By:

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Title

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

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Department Head Signature

[Sign] Double click!

Purchasing Manager Signature