



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
Sales Tax Forecasting Reports.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Hinderliter, de Llamas
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.
\$0. If additional services are determined to be needed, the maximum will be \$10,000 total.
5/26/2020-5/25/2025
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.
Hinderliter de Llamas is the only vendor suited and equipped with a longstanding history and knowledge of Fresno County's sales tax revenues which is needed to prepare an accurate forecasting model
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.
With the COVID-19 Emergency it is important that we have the tools needed to accurately forecast revenues. Sales tax revenue is a large portion of the General Fund revenues used for budgeting purposes.
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.
See number 4

ronalexander 5/11/2020 4:33:46 PM

Requested By:

Sr. Admin Analyst

Title

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

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

dpaolinelli 5/11/2020 4:37:17 PM

Department Head Signature

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

gcornuelle 5/11/2020 4:44:32 PM

Purchasing Manager Signature

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