



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 (DSS) 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 desires a service provider that will enable Job Specialists to be colocated on campus, allowing participants to access comprehensive support from both the Job Specialist and counseling staff. This integrated approach will provide students with coordinated academic and career guidance, helping them successfully navigate their education and employment goals.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

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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 recommended Agreement requires no monetary exchange between SCCC and the Department.

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.

SCCCD stands out as the ideal provider for CalWORKs WTW participants primarily due to its willingness to allow Department staff to co-locate on campus at no cost to the County, as well its unique services and geographic positioning. The college offers dedicated counseling and specialized career services that are tailored specifically for the needs of CalWORKs recipients. These services—such as assistance with registration, class scheduling, and academic guidance—are integral for helping participants navigate their educational paths and overcome challenges that might otherwise hinder their success.

Additionally, SCCC's strategic location within Fresno County, covering the most populous regions with no equivalent educational offerings, makes it an essential resource for CalWORKs recipients. The integration of collocating Job Specialists on campus strengthens this further, ensuring a seamless connection between academic achievement and employment opportunities. The combination of specialized services and SCCC's unique position in the County makes it a vital partner, justifying the suspension of competition for this acquisition.

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 \$5,000 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 unique qualities and capabilities of the State Center Community College District (SCCCD) are essential for the Department because they directly support the Department's mission of helping CalWORKs participants achieve self-sufficiency. Recognizing the Department's need to prioritize funding for mandated services, SCCCDC has agreed to continue providing these services at no cost, resulting in a significant cost avoidance and being mutually beneficial for both parties.

In addition, SCCCDC provides dedicated counselors specifically for CalWORKs students, SCCCDC ensures that participants receive the personalized support necessary to navigate the complexities of their educational journeys. The collaboration between SCCCDC counselors and Job Specialists allows for a comprehensive, coordinated support system that aligns with the Department's goal of guiding participants toward successful employment. With these services, participants are empowered to stay on track with their Welfare-to-Work (WTW) plans and achieve their academic and career goals, directly contributing to their path toward 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.

There is an alternative provider in Fresno County offering similar services, however, it is not located in Fresno, Reedley, or Clovis, which are some of the most populous cities in the county. The Department of Social Services has researched alternative vendors offering comparable services, and in doing so, the West Hills Community College District (WHCCD) was identified as a potential vendor. WHCCD serves Fresno County with campuses in Firebaugh and Coalinga, but does not have a presence in Fresno, Clovis, and Reedley.

As a result, many Welfare-to-Work participants—especially those reliant on public transportation or other modes of transit—would face significant barriers in accessing necessary program activities. While the County of Fresno is capable of providing supportive services through the WTW program to assist rural participants in accessing counseling services at SCCCDC campuses, contracting with West Hills Community College District for educational counseling would likely lead to higher costs for supportive services. This is due to the increased transportation challenges that participants residing in Metro Fresno and other nearby regional areas would face in traveling to campuses in Firebaugh and Coalinga.

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Requested By:

Staff Analyst

Title

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

martik 5/15/2025 9:37:32 AM

Department Head Signature

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

rblackburn 6/5/2025 10:01:10 AM

Purchasing Manager Signature

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