# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
   Specialized legal services for bond counsel and disclosure counsel.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
   Hawkins Delafield & Wood, LLP, 300 South Grand Avenue, Los Angeles, CA 90071; Diane Quan, Esq., (213) 236-9068, dquan@hawkins.com

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.
   This is a one-year legal services agreement for hourly services with a cap of $75,000 for all services performed.

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.
   This is an agreement for specialized legal services, which AP 34 specifically identifies as constituting a suspension of competition.

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 legal services that Hawkins provides require legal specialization that is not available in the County Counsel's office.

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.
   Hawkins was last selected through a competitive process in 2023, in which we requested proposals from five firms, and four responded. For the engagement partner (Ms. Quan, listed above), her hourly rate remains the same in this agreement as proposed in 2023. The other hourly rates set forth in the agreement are still competitive based on the 2023 responses. Based on our expertise in the legal industry more broadly, and considering rates of other outside counsel engaged by the County for other types of matters, the hourly rates in this agreement are competitive for the type of specizlied services that Hawkins provides.

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Chief County Counsel — Title

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

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Department Head Signature

Riley Blackburn

Digitally signed by Riley Blackburn
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Purchasing Manager Signature