



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 is seeking services which include housing search and placement (Housing Navigation Services), case management, direct financial assistance, and housing stabilization services for families currently in the child welfare system experiencing or at risk of homelessness for the Bringing Families Home Program. All services provided must be integrated with the family's Child Welfare case plan to support family reunification efforts and reduce the number of children placed in foster care.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
 Centro La Familia Advocacy Services
 Margarita Rocha, Executive Director
 302 Fresno Street, Suite 102
 Fresno, CA 93706
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.
 Four Hundred Eight Thousand, Two Hundred Seventy-Five and No/100 Dollars (\$408,275),
 for a period of twenty-two (22) months commencing Sept.22, 2020 through and including June 30, 2022.
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.
 Centro La Familia Advocacy Services (CLFA) currently administers the California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program (HSP) on behalf of the Department. They are experienced in providing the required services for families and can expedite implementation and minimize administrative costs by utilizing experience, as well as processes and staff already in place for HSP to maximize direct financial assistance to clients and align processes between CalWORKs HSP and BFH.
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.
 By leveraging CLFA's current staffing, experience and resources, the County can minimize administrative and implementation costs. This is necessary due to the BFH allocation from the California Department of Social Services (CDSS) being significantly less than requested. This will also allow the County to maximize the direct financial assistance to clients and reach a larger number of people in need of the services.
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.
 CLFA has the capacity and resources in place to offer the services needed, as they currently partner with the County for similar services in both CalWORKs HSP, and several Neighborhood Resource Center Sites. Additionally, other Counties who have implemented BFH have found success in pairing the program with CalWORKs HSP as both offer rapid rehousing services for families receiving assistance through the Department. CLFA would be able to easily integrate the services with their systems currently in place and effectively provide the services to families in the child welfare system. The Fresno Housing Authority is the only other vendor in the County providing CalWORKs HSP services and due to COVID-19, they have experienced delays in staffing the current program, making CLFA the only viable option.

bldiaz 8/31/2020 8:07:26 AM

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.

dneira 8/31/2020 2:49:46 PM

[\[✕ Sign\]](#) Double click!

Department Head Signature

gcornuelle 8/31/2020 3:34:06 PM

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Purchasing Manager Signature