



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

Due to the immediate need to provide COVID-19 vaccinations to County employees in accordance with the State of California's tiered vaccination schedule, the Department of Public Health recommended that vaccines be provided to County employees to mitigate the spread of COVID-19 in the community and in the workplace. However, it is not operationally feasible to utilize current County resources for the vaccinations needed for County staff.

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

The selected vendor is Pinnacle Training Systems, LLC. Vendor contact information is as follows: Felicia Gomez, 6011 N. Fresno St. Suite #120, Fresno, CA 93710. Phone number: (559) 515-3578. Email address: fgomez@pinnacletrainingsystems.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.

The initial term of the agreement runs from February 15, 2021 to December 31, 2021. The maximum cost of this agreement, if fully utilized, is \$500,000 which is comprised of a tiered pricing structure based on the number of vaccines provided per event and an estimated 8500 vaccines. For 1-49 vaccinations, the cost of the event is \$2,632.00; for 50-149 vaccinations, the cost of the event is \$3,886.00, for 150-300 vaccinations, the cost of the event is \$7,335.00; for 301-500 vaccinations, the cost of the event is \$11,907.00; for 501-750 vaccinations, the cost of the event is \$16,870.00; and for 751-1,000 vaccinations, the cost of the event is \$20,490.00.

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.

Due to the need to provide timely vaccinations to County employees, and due to the limited availability of County staff to administer the needed vaccines, and due to the lack of available contractors that have the capacity and appropriate insurance requirements to administer these vaccines equitably, Pinnacle Training Systems, LLC. as a current County vendor, demonstrated the requirements mentioned and the capacity to provide the needed vaccines immediately.

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.

Due to the COVID-19 pandemic and the ongoing spread of COVID-19 among County of Fresno employees and in the community, the County is in need of vaccination services for its employees. The vaccinations will ensure that mitigation efforts are made to slow further spread of the COVID-19 pandemic in the community and in the workplace, particularly among vulnerable populations.

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.

Due to the immediate need for vaccinations and the extensive return on multiple municipal and government/educational references, no other vendors were found advertising the same services with immediately available references. The Department of Public Health (DPH) was used to validate the vaccination procedures and the ability of the vendor to deliver the specified services.

HUMAN RESOURCES
ANALYST

Title

jmthompson 2/11/2021 2:27:49 PM

Requested By:

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

hmagill 2/11/2021 2:30:41 PM

[\[✕ Sign\]](#) Double click!

Department Head Signature

gcornuelle 2/11/2021 3:02:04 PM

[\[✕ Sign\]](#) Double click!

Purchasing Manager Signature