



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 housing match and outreach coordination services to connect homeless individuals or families with the best available housing resources within the Fresno Madera Continuum of Care (FMCoC) Coordinated Entry System (CES). The provider must be a member of the FMCoC and be participating in the CES.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
WestCare California, Inc.
Address: PO Box 12107, Fresno, CA 93776
Contact: Shawn Jenkins, Senior Vice President
Phone: 559-251-4800
Email: shawn.jenkins@westcare.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 total cost is \$494,700. Each 12-month term is at a cost of \$164,900 with a total of three terms.
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.
WestCare was selected by the FMCoC to provide these services on behalf of the FMCoC. As an active member in the continuum, WestCare is uniquely qualified to coordinate services with the County and other FMCoC service providers to ensure the most effective services for homeless individuals and families in the community. WestCare has played a lead role in the developing of the CES and is the only organization within the FMCoC with the experience and infrastructure to provide housing match coordination services without interruption or delay in services.
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.
As a recipient of of ESG funds, the County of Fresno is required to have a functioning CES in the local Continuum of Care jurisdiction. The housing match and outreach coordination services enable the FMCoC agencies participating in the CES, to make contact with clients and match them with appropriate, available permanent housing; services which are essential for the community as a whole to continue successfully housing the homeless. Without these services, the Federally required Coordinated Entry System would not be successful as clients could not be connected to housing most suitable to their needs. The FMCoC determined WestCare to be the vendor suited to meet the needs of the community in this regard.
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.
The Department of Social Services actively participates in the FMCoC Executive and General Meetings, and as required by ESG, consults regularly with the FMCoC regarding funding for homeless services in the community. As a lead entity in the development of the CES and the current provider of these services, WestCare possesses the subject matter expertise and experience to provide continued services to the FMCoC.

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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.

dneira 5/16/2018 3:01:15 PM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 5/17/2018 7:56:09 AM

Purchasing Manager Signature

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