



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
Diversity, Equity, & Inclusion (DEI) foundational training services
  
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Adele James Consulting Inc.  
Contact Person: Adele James  
2121 Natomas Crossing Drive. Sacramento, CA 95833  
adele@adelejamesconsulting.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.  
Initial Term (FY 22-25): \$166,000  
First renewal term (FY 25-26): \$56,400  
Second renewal term (FY 26-27): \$56,400  
Total cost for FY 22-27: \$278,800
  
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.  
Continuum of care. Adele has served as a DEI Foundational Trainer for the Department for over three years and has tailored the curriculum for the Fresno County population. Throughout this time, the Department has received positive post-training evaluations, particularly in her ability to engage the class with the material. Adele also has a working relationship with the Department's supervisory staff through providing additional trainings on the use of the Racial Equity Impact Assessment Toolkit and on applied use of the Culturally and Linguistically Appropriate Services Standards. The Department would like to continue using Adele's services because these services have been efficient.
  
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.  
Adele James has over ten years of experience as an equity trainer for statewide, regional, and local organizations. She has created her Introduction & Implementation of Cultural Responsiveness training curriculum specifically for the Department and has updated and adapted it based on current events to ensure relevancy. The training is highly participatory in both virtual and in-person formats, ensuring retention of training goals. This foundational training fulfills the Department of Health Care Services' requirement for annual cultural competence training in DBH's Cultural Competence Plan.
  
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.  
Aside from Adele James Consulting, the Department performed due diligence by researching other potential vendors to provide this service. We have found the following vendors were not as qualified:  
VISIONS Inc. provides several diversity trainings and workshops, including an Introduction to Diversity, Equity, & Inclusion Training. However, the format of this training consists of four two-hour sessions over a 30-day period, rather than one all-day session. The Department has historically experienced better training attendance and more positive feedback when scheduling one-day trainings, rather than multi-day trainings.  
Rutgers University's Office of Continuing Professional Education provides a Cultural Sensitivity and Diversity Training that can be customized to suit the needs of the department, including the option for a virtual format. However, when accounting for potential in-person trainings in the future, the logistics and cost of travel from New Jersey to

California would present a significant challenge. Adele James Consulting is based in California and Adele has presented the Department's trainings in-person in the past.

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Requested By:

Title

[\[✕ Sign\]](#) Double click!

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

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Department Head Signature

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Purchasing Manager Signature

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