



# Suspension of Competition Acquisition Request

[\[Email Me\]](#)  
Double click!

1. Fully describe the product(s) and/or service(s) being requested.  
Employment litigation services
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Whitney, Thompson, & Jeffcoach, LLP; contact: Mandy Jeffcoach, partner; 970 W. Alluvial Ave., Fresno, CA 93711  
(559) 753-2550, mjeffcoach@wtjlw.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.  
\$500,000 maximum compensation payable on hourly rates ranging from \$150 to \$425
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.  
Legal counsel for litigation. See item 5, below.
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 law firm has the particular employment litigation skills that the County currently needs and is capable of quickly staffing County requests for services in employment litigation matters.
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 hiring of legal counsel for litigation is expressly exempt from competitive bidding under AP 34.

pwall 11/25/2025 1:44:40 PM

Requested By:

Chief Deputy County  
Counsel

Title

[\[X Sign\]](#) Double click!

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

dsloan 11/25/2025 1:48:03 PM

Department Head Signature

[\[X Sign\]](#) Double click!

rblackburn 11/25/2025 2:55:10 PM

Purchasing Manager Signature

[\[X Sign\]](#) Double click!