



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
The Department is seeking on-going maintenance services, system enhancements, and software support for the Ventura Automated Collection System (VACS) currently used by the Department.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
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County of Ventura  
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(805) 650-4024
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 MOU with the California VACS Association (CVA), a county consortium, is renewed on an annual basis. Total cost for FY 2021-2022 is \$13,942.23. The CVA updates membership cost each year, varying based on the number of member counties. Through the CVA, the County of Fresno along with other member counties receive ongoing maintenance and support services for VACS.
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.  
The VACS automated collection system in use by the Department was developed by the County of Ventura and made available through the CVA. Through the County of Fresno's membership in the CVA, the County of Ventura is the only vendor that can provide support for the automated collection system currently being used by the Department.
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.  
An automated collection system is necessary for the Department to efficiently track, collect, process, and recoup overpayments for a range of Social Services programs including CalFresh, CalWORKs, General Relief, CAPI, and IHSS, as well as interface with the Department's current benefits determination system CalWIN.
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 has identified the County of Ventura, through the CVA, as the only vendor that can provide software support and maintenance for VACS. VACS software was developed internally by the County of Ventura with the support of the California Department of Social Services and was made available to other counties including the County of Fresno through the CVA. Obtaining the same level of functionality and services from an internally developed and maintained system, debt collection law firm, or collection agency will require additional costs for implementation, training, resources, expertise in welfare overpayments, and integration with CalWIN.

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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.**

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Department Head Signature

gcornuelle 5/21/2021 2:01:42 PM

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Purchasing Manager Signature