



Sole Source Acquisition Request

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

The Department seeks to purchase 26 kiosks which include hardware such as computer desktops, monitors, scanners, and printers, software, and equipment supports. This equipment must support and run the Department's new California Statewide Automated Welfare System (CalSAWS), which will be operationalized in Fall 2023. The kiosks are critical to program operations and will support the administration of public assistance programs such as CalFresh, CalWORKS, General Relief, and Medi-Cal. The kiosks must be ready for installation in the lobbies of Clovis Campus Building 1, Sunnyside Regional Office, West Fresno Resource Center, Reedley Regional Office, Coalinga Regional Office, Selma Regional Office, and Kerman Regional Office.

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

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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 to purchase 26 CalSAWS kiosks will not exceed \$756,955.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

The Department is required to transition from CalWIN, the current welfare management system, to CalSAWS and intends to continue the use of self-service kiosks in office lobbies. The CalSAWS Consortium is a Joint Powers Authority (JPA) formed by all 58 California counties, and as a JPA have solicited and selected one vendor to provide kiosks to counties that adhere to all the required hardware and software specifications to run the CalSAWS application effectively. In addition, the kiosks will be fully equipped to assist the public with the submission of their applications and requested documents for public assistance programs.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

As the Department transitions to the mandated CalSAWS application, it is essential that it installs kiosks capable of running CalSAWS for public access. These kiosks will give Fresno County residents an expanded option to complete and submit any public assistance applications and requested documents in the lobby without the need to wait for the next available staff. This will improve public access, timeliness and efficiency when processing and managing public assistance programs.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

As a county participant in the CalSAWS Consortium, the Department seeks to purchase the CalSAWS kiosks from the Consortium. There is no other vendor that has been acquired by the Consortium to provide these kiosks to counties. A sole source is justified as there are no other providers authorized by the CalSAWS Consortium.

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Requested By:

Staff Analyst

Title

[\[✕ Sign\]](#) Double click!

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

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Department Head Signature

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Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!