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 requests custom training for social services, human services, and public sector management, which specifically includes: Adult Services, Eligibility, Employment Services, and Child Welfare.

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

   The Regents of University of California Center for Human Services, UC Davis Extension
   1632 Da Vinci Cr.
   530-757-8622
   Rflowers@ucdavis.edu

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 Agreement will be for two years, July 1, 2017 – June 30, 2019 with a total term cost of $729,300.

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.

   Services allow for customized training tailored to the County of Fresno to meet the training requirements. Additionally, UC Davis is the only one that offers Child Welfare and Eligiblity training.

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 $1,000 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.

   Training services are required in accordance with the Department's State Annual Training Plan mandated by the State of California, Health and Human Services Agency and the Department of Social Services, Manual of Policies and Procedures, Chapter 14, Staff Development and Training (MPP Chapter 14) and 45 CFR 235.62.

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 Regional Training Academy (RTA) is the main social services training provider for County Social Services Departments and is composed of five regions. All five regions mainly provide Child Welfare training. Currently, the Department has three contracts with the California State University, Fresno Foundation (CSUF) to provide Child Welfare trainings. CSUF is one of the five RTA, yet is unable to provide all the trainings required by the Department, MPP Chapter 14 and 45 CFR 235.62. The Regents of University of California Center for Human Services, UC Davis Extension is the only RTA offering Eligibility and specialized training. Examples of specialized training requested by the Department are leadership, management, and supervisory training.

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Requested By: _____ Title _____

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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