



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
Health and ancillary benefit plans for County of Fresno's active employees and their dependents, as well as County retirees and their dependents
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
The vendors will be determined at the conclusion of a selective process.
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 cost is unknown until proposals are received.
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.
Suspending the competitive bidding process will allow the County the flexibility needed to solicit proposals, negotiate directly with providers, and maximize the cost effective alternatives that best meet the needs of the County's active and retired employees and their dependents. Increased flexibility allows the County maximum leverage in negotiating the highest quality and most cost-effective health and ancillary benefit options.
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.
Each year, the County goes out to bid for health benefit contracts that will expire. In addition, the County will go out to bid for ancillary benefit contracts that will expire. To achieve optimal results from the competitive bidding process for health and ancillary benefits, the County needs maximum leverage in the process of evaluating, negotiating with, and selecting health and ancillary benefit providers. In the case of health and ancillary benefits, the traditional competitive bidding process does not allow for the flexibility required to procure the highest-quality and most cost-effective benefit options.
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.
There is no recommended vendor at this time. The vendors will be determined at the conclusion of a competitive bidding process and presented to the Board of Supervisors or the Purchasing Manager for final approval.

hmagill 4/4/2018 4:42:35 PM

Requested By:

Title

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

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

Pnerland 4/4/2018 4:59:03 PM

Department Head Signature

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

gcornuelle 4/5/2018 7:15:21 AM

Purchasing Manager Signature

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