



Suspension of Competition Acquisition Request

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

Evaluation consultation services for the Collaborating for Wellness grant. This will include: 1) the design of appropriate outcome evaluation methodologies, protocols, and survey instruments which address all Centers for Disease Control and Prevention (CDC) contractual evaluation mandates; 2) data collection, data entry, statistical analysis, report writing and dissemination of findings in compliance with the Fresno County Department of Public Health (FCDPH) and CDC requirements; 3) Submission of timely reports to CDC and FCDPH.

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

Central Valley Health Policy Institute (CVHPI), Dr. John Capitman, Executive Director at California State University Fresno, 1625 East Shaw Ave. Suite 146, Fresno California 93710-8106, Phone number:(559) 228-2157, E-mail address: jcapitman@csufresno.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.

Total is for up to \$65,000 during the initial term of September 30, 2018 through September 29, 2019. Potential renewal terms are \$65,000 each year through September 29, 2023 totaling \$325,000. Ongoing funding is dependant on program performance and funding availability.

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.

In 2014, FCDPH received funding from the CDC to implement the Partnerships to Improve Community Health (PICH) grant. One of the components of the PICH grant was the Rx for Health program. The evaluator for the PICH grant was CVHPI. They assisted with developing logic models, tools, and data analysis for the Rx for Health Program. PICH funding ended in 2017. FCDPH has received new CDC funding, Collaborating for Wellness, and staff plan to reinstate the Rx for Health program. Due to CVHPI's previous experience with this program, they are the most qualified organization to evaluate this new program. Additionally, CVHPI is a local organization who understands the unique needs of the Fresno county community.

The qualities and capabilities of the services that qualify this as a suspension of competition acquisition include: several years of working with government agencies, including FCDPH; staff with extensive experience in evaluation consultation, data management and analysis; report writing; and the development of evaluation plans, protocols and instruments specifically for the Rx for Health program.

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.

Through a RFP process, the Collaborating for Wellness program will sub-contract with three health clinic systems to provide hypertension and stroke prevention and management activities through the Rx for Health program that was initiated through previous CDC grant funding (PICH). The CDC has very technical evaluation guidelines that require the services of an evaluation contractor. However, due to the nature of CDC funding cycles, the program is already behind schedule and FCDPH staff need an evaluator that is already well-versed in the program and can begin services immediately. CVHPI was the evaluator for the PICH grant and therefore is an expert regarding the Rx for Health program. This makes them the most qualified organization to identify and collect required performance measures for the Rx for Health program strategy.

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 are other vendors who can provide these services. However, FCDPH staff was able to identify a vendor who already had the specific experience needed to provide the services they would need. The Department had a pre-existing agreement with CVHPI for the PICH grant where CVHPI helped the Department meet its grant objectives through their evaluation services for the Rx for Health Program component. CVHPI is the only evaluator in this region that is familiar with the Rx for Health program, which will be upscaled and implemented in three health clinic systems in Fresno County.

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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