

Sole Source Justification Request

Yuba County Purchasing and Contract Policy Manual requires purchases to be competitively awarded. Competition is not only our policy, it offers numerous advantages, is a good business practice, and sends a clear message to our community that the County will obtain goods and services through competition in a fair and open manner. **Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.**

How to Request

Except for consultants, sole source requests must be in written form, signed by department head/elected official and attached to purchasing requests when submitted to Administrative Services. Sole source requests for consultants will be approved by the County Administrator's Office.

Describe the item or service, its function, and the total cost estimate (state labor and materials separately):

The Employment Services Division of Yuba County Health and Human Services has identified a need for Domestic Abuse Shelter and Services for CalWORKs families. To accommodate this need, HHSD is requesting to sole source an agreement with Casa De Esperanza. Casa De Esperanza can immediately respond to victims of domestic violence, providing a safe environment with shelter, food and professional counseling. Casa De Esperanza can also provide ongoing domestic violence services that include: assistance with protection orders, support for court proceedings, counselor advocacy, and individual or group counseling for victims and survivors. These supportive services are critical for strengthening families, building reachable goals and eliminating barriers to achieving self-sufficiency.

Anticipated Budget using CalWORKs funding will be:

Term: February 1, 2023 to June 30, 2024: \$55,000.00

Term: July 1, 2024 to June 30, 2025: \$55,000.00

Reason for sole source request:

- There is only one known source because:
 - This is a sole provider of a licensed, copyrighted or patented good or service.
 - This is a sole provider of items compatible with existing equipment or systems.
 - This is a sole provider of factory-authorized warranty service.
 - This is a sole provider of goods or services that perform the intended function or meet the specialized needs of the County.
- One source is the only practical way to respond to overriding circumstances that make compliance with competitive procedures under the County's codes and policies not in the best interest of the County.

What steps were taken to verify that these goods or services are not available elsewhere?

- Other brands/manufacturers were examined (List brands and why they were rejected)
- Other suppliers were contacted (List the names and phone numbers and explain why these were not suitable by attached memorandum.)
- Other (Explain by attached memorandum)

BUDGET APPROVAL: YES NO

DEPARTMENT CONTACT PERSON Courtney Pyse, Program Manager	PHONE (530) 749-6235
REQUESTED VENDOR/CONSULTANT NAME Casa De Esperanza, Michelle Downing	VENDOR CONTACT PHONE NUMBER (530) 674-5400

Courtney Pipe
 Signature of Requestor

Cheney Johnson
 Department Head Signature

[Signature]
 Approval Signature – IT MANAGER

[Signature]
 Approval Signature – PA OR CAO

3/20/2023
 Date

3/24/23
 Date

3/29/2023
 Date

Sole Source Requests

The following represents factors that might justify sole source:

- (1) What capability does the proposed contractor have that is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the same general field?

Casa de Esperanza is a nonprofit shelter serving victims of domestic violence, sexual assault, child abuse and human trafficking to the Yuba, Sutter and Colusa counties since 1977. Casa is a healing community where victims who are caught in the cycles of domestic violence can receive the nurturing and support necessary through protection and education for their efforts to gain confidence and self-sufficiency. Casa De Esperanza is currently the only local agency that provides shelter, resources and support for domestic abuse victims within 25 Miles.

- (2) What prior experience of a highly specialized nature does the proposed contractor have that is vital to the proposed effort?

Casa de Esperanza's goal is to empower victims and survivors, assist them in regaining control of their lives and ultimately move toward healing. Case managers advocate on behalf of victims while working in conjunction with other agencies who can provide additional assistance. Case management services allows for individualized plan development so participants can focus on their stability to transition out of shelter residence, serves as a reference point for monitoring progress, and allows for referring to appropriate necessary services. Casa de Esperanza can assist CalWORKs (CW) participants in crisis by providing: crisis intervention, safety planning, supportive individual or family counseling, advocacy for legal or medical assistance, and emergency shelter. With continued case management, Casa de Esperanza can stabilize victims of domestic violence and their families and collaborate with CW Social Workers for wraparound services that CW Welfare-to-Work (WTW) participants can receive. Some of these services are, referrals to mental health and addiction services, locating safe permanent housing, employment training and assistance, child care, and transportation. Casa de Esperanza has a counseling center, located outside of the shelter that can provide counseling for CW participants, ages five (5) through adulthood, who are affected by domestic violence, intimate partner violence, child abuse and sexual assault for all genders. The counseling center helps survivors establish emotional and physical safety, reduce anxiety, build cognitive skills, establish goals for future, and experience feelings without impulsively acting on them. After a counselor conducts an initial assessment of the WTW participant's needs, they can collaborate with CW Social Workers and work together to actively engage the WTW participant in a safe supportive environment. The counseling center strives to assist survivors come to understand the impact of abuse in their lives and develop new coping skills that allow families to build reachable goals, learn long-term prevention skills and eliminate barriers to achieve self-sufficiency.

- (3) What facilities, staffing, and/or equipment does the proposed contractor have that are specialized and vital to the commodities or services required?

Utilizing another provider out of the area would increase cost, not only for provision of services, but also increase staff time with commuting, which shortens office staff for other operations. Additionally, commuting will increase vehicle depreciation and require more funds for maintenance, oil changes, tire rotation, and overall repairs.

- (4) Does the proposed contractor have a substantial investment that would have to be duplicated at the county's expense by another contractor entering the field?

No.

(5) If schedules are involved, why are they critical and why can the proposed contractor best meet them?

Casa De Esperanza has a crisis hotline that is answered 24-hours a day, 365 days a year by trained domestic violence staff, providing information, referrals, as well as crisis intervention and safety planning.

(6) If lack of drawings or specifications is a justification for sole source acquisition, why is only the proposed contractor best able to perform under these conditions? Why are drawings and specifications lacking? How much lead time is required to obtain drawings and specifications suitable for competition?

Not applicable.

(7) Is competition precluded because of the existence of patent rights, copyrights, or secret processes?

No

(8) Does this acquisition require compatibility with any existing county equipment?

No.

(9) What unique characteristics does the equipment or material offered by the proposed contractor possess that are required to meet the county's needs?

Casa De Esperanza has a shelter that is available to victims of domestic violence and their children who fear for their safety and require a safe environment. The shelter is available 24 hours a day, 365 days a year. Food, clothing and personal hygiene products are provided upon admission to the shelter. A case manager will immediately meet with residents to achieve short-term and long-term goals.

(10) Is competition precluded because of existing equipment maintenance program/contracts?

No.

What steps were taken to verify that these goods or services are not available elsewhere?

HHSD conducted an internet search to verify whether any other providers offered similar services. There are no other providers with-in a 25 mile radius providing shelter to victims of domestic violence.