

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 Health and Human Services Department (HHSD) is requesting to sole source with JUMP Technology Services L.L.C., (JUMP) for the use of the LEAPS software. LEAPS is an automated case management system specifically built for adult maltreatment investigations. Child and Adult Protective Services (CAPS) has been utilizing LEAPS since 2017 and is used by 49 of the 58 counties in California. The case management system is used to create referrals for adult maltreatment, document investigation activity, demographic information, track history of prior referrals, document assessments and service plans, upload photos/documents, and calendaring home visits. LEAPS can also be utilized remotely so staff can easily capture narratives, documents and other case information in real time while out in the field. The total cost of services for the term of July 1, 2023, to June 30, 2026, is \$67,288.

Reason for sole source request:

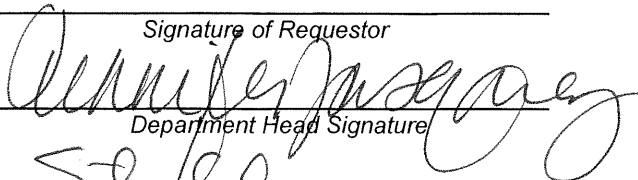
- There is only one known source because:
 - This is a sole provider of a licensed, copyrighted or patented good or service.
 - This is a sole provider of items compatible with existing equipment or systems.
 - This is a sole provider of factory-authorized warranty service.
 - This is a sole provider 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?

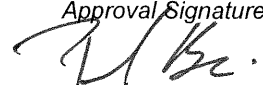
- Other brands/manufacturers were examined (List brands and why they were rejected)
- Other suppliers were contacted (List the names and phone numbers and explain why these were not suitable by attached memorandum.)
- Other (Explain by attached memorandum)

BUDGET APPROVAL: YES NO

DEPARTMENT CONTACT PERSON Jessica Garcia, Program Manager	PHONE (530) 749-6423
REQUESTED VENDOR/CONSULTANT NAME Denise Brinkmeyer, President & CEO JUMP Technology Services, L.L.C.	VENDOR CONTACT PHONE NUMBER 918-624-JUMP

 Signature of Requestor


 Department Head Signature


 Approval Signature – IT MANAGER


 Approval Signature – PA OR CAO

 Date
 7/13/23

 Date
 7/24/23

 Date
 7/25/2023

 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?

LEAPS software provides a comprehensive, user-friendly solution that includes tracking and monitoring tools, statistical reports including state-mandated reports necessary for accurate and timely management and reporting of APS cases. The LEAPS software solution is used by 49 out of 58 California counties and includes a multi-county search tool that allows counties to locate cases for other counties, which improves the chances of locating family members and prior or existing client history and allows for cross-reporting. LEAPS can be used remotely to collect information out in the field, allowing case management updates in real time. Replacing the county's automated APS system would require a long-term plan, analysis and research of other solutions/systems, and coordination with other county departments, multiple counties, and the state approval of procurement and implementation of a new automated system.

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

JUMP has been a leader in providing information technology products and services to public agencies and organizations for over 30 years. LEAPS is specifically designed for California counties, which enables HHSD to adapt to State requested data and county changes. The LEAPS Workgroup is available to leverage knowledge transfer from counties with similar program operations as well as the information from the County Welfare Directors Association guidelines to ensure that the solution supports California objectives.

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

JUMP employs experienced and knowledgeable staff that provide onsite training to HHSD staff requiring use of the LEAPS software. They also provide annual training and support on current topics facing the national adult protective services community, including data governance and quality assurance. LEAPS software has been updated to include reports and forms specific to the State of California, offers customization tools that allow for counties to include preformatted letter and county specific assessment tools.

- (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?

N/A

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

N/A

- (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?

N/A

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

LEAPS software is protected by copyright law.

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

LEAPS software is currently being used and is compatible with existing county equipment. The software has been approved for use by Yuba County IT Department.

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

The LEAPS software has been updated to include California specific mandated reports, allowing counties to meet state mandated reporting requirements.

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

No _____



July 25, 2023

To: Perminder Bains, Purchasing Agent

LEAPS for Adult Protective Services is a Software as a Service (SaaS) offering exclusively available from JUMP Technology Services. The system serves 51 of California's 58 counties. In reaching out to other county agencies, as well as LEAPS government customer service, all county currently using LEAPS sole source for this software system.

Providing a comprehensive information management solution, LEAPS supports

Adult Protective Services programs in California operating under California's Welfare and Institutions Code 15640 with compliant functionality:

1. LEAPS automatically generates the SOC 341 for reports of abuse, neglect, and exploitation.
2. LEAPS automatically generates the SOC 342 for financial exploitation reports
3. LEAPS automatically generates the SOC 343 investigative report
4. LEAPS automatically generates the SOC 242 monthly statistical reporting form.

LEAPS users are able to click to generate a cross report which appears in the receiving county's intake list for the counties that utilize LEAPS. The receiving county is able to view the name of the county who sent the report. This important feature saves time and increases the accuracy of the cross reported information.



The 51 counties are able to search matching Alleged Victim information in another county. This feature assists the county in contacting a social worker in the other county by display the name and phone number. The other county is often able to provide history which is essential in serving a transient homeless population. In addition, the feature assists social workers in identifying contact information for family members of the alleged victim who may have had a case in another jurisdiction. LEAPS is the only system which provides this feature.

This year, LEAPS will also include more case details as well as an alleged perpetrator lookup feature across the counties.

For more information, please contact denise.brinkmeyer@jumpfaster.com, or myself at dknox@co.yuba.ca.us.

Sincerely,

Darcy Knox
Administrative Analyst
X6212