









**Sole Source Request Form**

Sole Source Bidsync #042-1575271-JFC-SS

- 3. Explain why the recommended vendor is the only one capable of providing the required services and/or commodities. How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source.** *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.)*  
**Attach additional sheet if necessary.**

Based on the most current U.S. Census population estimates, AA/Blacks make up 2.2% of the population in Orange County. Because the percentage of AA/Blacks in the County is small there are a limited number of organizations that specifically serve this population in Orange County.

This vendor was identified through consulting with State Office AIDS and federal partners, including a technical assistance provider which indicated that Equity & Impact Solutions, LLC is currently the only organization in the Southern California region that has expertise in HIV/AIDS in the AA/Black community that can provide the requested services, specifically culturally relevant HIV-related community engagement/needs assessment, capacity building, and community mobilization services. The founder and principal consultant of Equity & Impact Solutions, LLC serves on the President's Advisory Council on HIV/AIDS, L.A. County's Division of HIV & STD Programs EHE Steering Committee and is the former CEO of the Black AIDS Institute (BAI).

Given Equity & Impact Solutions, LLC's expertise with HIV/AIDS, engagement of AA/Black communities/stakeholders, this organization is the only one that can facilitate the provision of culturally relevant HIV-related community engagement/needs assessment, capacity building, and community mobilization services.

The EHE CDC funding that will be utilized for this proposed Sole Source requires that programs and services are developed and implemented with input from populations affected by HIV to ensure the goals of the EHE initiative are met. In Orange County, this includes the AA/Black population as they are disproportionately impacted by HIV. Furthermore, the proposed community engagement and needs assessment activities are part of County's approved EHE CDC work plan.

- 4. How does recommended vendor's prices or fees compare to the general market?**  
**Attach quotes for comparable services or supplies.** Attach additional sheet if necessary.

Fees for similar services are comparable. The proposal from BAI for similar work totaled \$36,195. However, this did not include development and implementation of an HIV community mobilization strategy, development of needs assessment collateral materials, implementation of a community event to disseminate needs assessment findings and mobilize stakeholders to implement identified next steps, or partnership development and capacity building with AA/Black serving CBOs which Equity & Impact Solutions, LLC will also provide.

Also, most services would have been provided virtually by BAI while Equity & Impact Solutions can provide in-person services to ensure maximum engagement and partnership development. Furthermore, given anticipated challenges reaching this community, the proposed price is reasonable. The total proposed budget is \$175,000. A portion of the



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budget (\$25,000) will be allocated to subcontract(s) with AA/Black serving CBOs in Orange County to co-host the planned community event and to provide input on needs assessment activities, such as survey tools and needs assessment summary report.

**5. If the recommended vendor was not available, how would the County accomplish this particular task?**

**Attach additional sheet if necessary.**

If the recommended vendor was not available, the County would not be able to accomplish required community engagement and needs assessment activities to address the disproportionate impact of HIV/AIDS among the AA/Black population in Orange County.

**6. Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.**

Through the normal County of Orange vetting process, Equity & Impact Solutions, LLC, has had no name changes within the last seven (7) years, and no judgements or litigation on public record.

**7. If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years?**       Yes       No

**If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.**

**8. Explain (in detail) why a request for Solicitation Exemption is needed. (Only applicable for Solicitation Exemption)**

**Attach additional sheet if necessary.**

N/A



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**SECTION IV – AUTHOR/REQUESTOR**

Signature: DocuSigned by: <i>Matilde Gonzalez-Flores</i> 3234EC7997C0436...	Print Name: Matilde Gonzalez-Flores	Date: 11/22/2022
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**SECTION V – CEO Human Resource Services APPROVAL** (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name: N/A	Date:
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**SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE**

Signature: DocuSigned by: <i>Joe Cook-Giles</i> 41634ABBAAC8457...	Print Name: Joseph Cook-Giles	Date: 11/22/2022
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**SECTION VII – DEPARTMENT HEAD APPROVAL**

Signature: DocuSigned by: <i>Clayton Chau</i> AFEE619990EB464...	Print Name: Dr. Clayton Chau	Date: 11/29/2022
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**SECTION VIII – COUNTY PROCUREMENT OFFICE**

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed \$250,000, Capitol Assets and services exceeding \$75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County’s online bidding system.

**SOLICITATION EXEMPTION – CEO USE ONLY:**

Board of Supervisor Notification Date:			
Comments:			
CPO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		CFO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
CPO Authorized Signature:		CFO Authorized Signature:	
Date:		Date:	