



SOLE SOURCE/PROPRIETARY REQUEST

COUNTY POLICY ON SOLE SOURCE CONTRACTS:

It is the policy of the County of Orange to solicit competitive bids and proposals for its procurement requirements. Sole source procurement shall not be used unless there is clear and convincing evidence that only one source exists to fulfill the County's requirements. All sole source purchases requiring Board of Supervisors approval shall be justified as meeting the sole source standard in the Agenda Staff Report. The Agenda Staff Report shall clearly state that it is a sole source procurement. The Sole Source Justification, as described below, shall be attached to or included within the Agenda Staff Report (CPM, Section 4.4)

SECTION I - INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Formal justification is required for sole source procurements when competitive bid guidelines require pricing from competing firms.
2. A written justification will be prepared by the department and approved by the department head or designee.
3. Prior to execution of a contract, the County Purchasing Agent or designee shall approve ALL sole source requests for commodities that exceed \$500,000 and services exceeding \$50,000 or a two (2) year consecutive term, regardless of the contract amount.
4. Board approval is required for all sole source contracts for commodities that exceed \$500,000 and services exceeding \$50,000 or a two (2) year consecutive term, regardless of the contract amount.
5. The Deputy Purchasing Agent (DPA) shall retain a copy of the justification as part of the contract file.
6. Valid sole source requests contain strong technological and/or programmatic justifications.
7. Sole source procurements may be approved based upon emergency situations in which there is not adequate time for competitive bidding.
8. Sole source requests for Human Service contracts will be guided by the regulations of the funding source.
9. Each question in Section III of this form must be answered in detail and signed by the department head with concurrence of the Deputy Purchasing Agent.

SECTION II - DEPARTMENT INFORMATION:

Department: Social Services Agency, Adult Services		Date: October 18, 2011	
Vendor Name: National Council on Crime and Delinquency		Sole Source BidSync Number: 063-SS6662	
Amount: \$34,900	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Proprietary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Multi Year <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Increase			
Board Date: 12/20/11	ASR Number: TBD	If not scheduled to go to the Board explain why?	
Does Contract Include Non-Standard Language? If yes, explain in detail. NO			
Was Contract Approved by Risk Mgmt? NO		Was Contract Approved by CoCo? Pending	
Were any exceptions taken? If yes, explain in detail.			

SECTION III - SOLE SOURCE JUSTIFICATION:

1. Provide a description of the type of contract to be established *(For example: is the contract a commodity, service, human service, public works, or other-please explain).*

This is a service agreement with the National Council on Crime Delinquency (NCCD), to develop, train and implement the Structure Decision Making (SDM) intake assessment for Adult Protective Services (APS).

2. Provide a detailed description of services/commodities to be provided by the vendor. *(This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies).* Attach additional sheet if necessary.

The National Council on Crime and Delinquency (NCCD) has developed and owns all intellectual property rights, title and interest, including copyrights in Structured Decision Making (SDM), a case management decision making protocol for Adult Protective Service. The Structured Decision Making (SDM) system for Adult Protective Services (APS) includes assessments, definitions, and policies and procedures that will assist APS staff in performing intakes, investigations, and case planning by providing a consistent approach to obtaining and evaluating information. Based on a national model of best practices, the SDM system is intended to, among other goals, promote the safety of vulnerable adults, identify and address their needs, decrease the incidence of self-neglect and maltreatment, enhance service delivery, and provide data needed for program administration. By using the SDM tool APS would improve assessments of client circumstances, increase consistency and accuracy in assessment and case management among staff who receive and investigate reports and provide services to vulnerable adults, increase the efficiency of APS operations by making the best use of available resources and provide management with needed data for program administration.

3. Please state why the recommended vendor is the only one capable of providing the required supplies and/or commodities. Include any back-up information or documentation which supports your recommendation. *(Acceptable responses to this question will include strong programmatic/technological information that supports the claim that there is only one vendor that can provide the services and/or commodities).* Attach additional sheet if necessary.

The vendor is the sole developer and trademark owner of "SDM Intake Assessment for Adult Protective Services" and exclusively maintains the web-based access to these tools and the on-line data base. NCCD contracts with the State of California to utilize the SDM Risk Assessment Tool in Child Welfare Services Programs, including SSA's Children and Family Services division. The SDM Risk Assessment and FSNA tools have been specifically modified by the NCCD to meet the needs of SSA's FSS division. As the creator of this SDM tool, NCCD has the sole expertise to maintain the data base, provide and use this tool, analyze the data collected, and evaluate this tool's effectiveness from its use with APS clients.

4. Please list any other sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. *(Responses to this section should include information pertaining to any research that was conducted to establish that the vendor is a sole source. Responses should include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County). Answers to this section may be provided by the requestor and the Deputy Purchasing Agent as appropriate. Attach additional sheet if necessary.*

NCCD is the sole source developer and trademark owner for the "SDM Decision Making System for Adult Protective Services". No other vendors have this data base and use these tools: therefore, no other vendors were contacted.

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

NCCD is the sole source developer and trademark owner of the "SDM Decision Making System for Adult Protective Services". No other vendors have this data base and use these tools: therefore, no other vendors were contacted.

6. If recommended vendor could not provide the product or service, how would the County accomplish this particular task? Attach additional sheet if necessary.

Adult Protective Services (APS) is a relatively new human services area, the need for such services is growing and will require effective case management procedures to improve service delivery. The Structured Decision Making tool justifies decisions made by staff and actually validates decisions and adds credibility to the process. There are an increased number of calls coming into the APS Registry which adds pressure to workers and supervisors. By using the SDM tool APS would improve assessments of client circumstances, increase consistency and accuracy in assessment and case management among staff who receive and investigate reports and provide services to vulnerable adults, increase the efficiency of APS operations by making the best use of available resources and provide management with needed data. Without SDM we won't be able to do this.

SECTION IV - AUTHOR/REQUESTOR

Signature: <u>Carol Mitchell</u>	Print Name: <u>Carol Mitchell</u>	Date: <u>10/25/11 4:0837 PM</u>
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SECTION V - DEPUTY PURCHASING AGENT CONCURRENCE

Signature: <u>Annie Villalpando</u>	Print Name: <u>Annie Villalpando</u>	Date: <u>11/2/11</u>
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SECTION VI - DEPARTMENT HEAD APPROVAL

Signature: <u>M. Riley</u>	Print Name: <u>Michael L. Riley</u>	Date: <u>10/27/11</u>
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SECTION VII - COUNTY PROCUREMENT OFFICE

County Procurement Office review and approval required when the value of the sole source agreement exceeds \$50,000. Approvals obtained electronically through BidSync.