



# OC Procurement

## Sole Source Request Form

Sole Source Bidsync #060-625286-MA2

**SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)**

Department: Orange County Sheriff's Department		Date: February 7, 2018	
Vendor Name: Rancho Santiago Community College District		Sole Source BidSync Number: 060-625286-MA2	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", review and Approval is required from CEO Budget prior to contract execution.			
Contract Term (Dates): 4/1/18 – 3/31/19	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Percent Funded:	Funding Source Proprietary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contract Amount? Revenue Generating		Is this renewable? If yes, how many years? 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			
Renewal Year: None		Did vendor provide a sole source affidavit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach	
Board Date: 3/13/18	ASR Number: 18-000039	If not scheduled to go to the Board explain why?	
Does Contract include Non-Standard Language? If yes, explain in detail. Rancho Santiago's Terms and Conditions is what Risk and Coco approved.			
Was Contract Approved by Risk Mgmt.? Yes		Was Contract Approved by County Counsel? Yes	
Were any exceptions taken? If yes, explain in detail. Rancho Santiago's Terms and Conditions is what Risk and Coco approved			
<input checked="" type="checkbox"/> DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.			



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**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.) Attach additional sheet if necessary.*

This is a Revenue generating sole source contract with the Rancho Santiago Community College District for class registration and tuition. This is to extend the current contract MA-060-13010027 for the period of April 1, 2018 through March 31, 2019.

- 2. Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(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.*

This is for registration and tuition fees for Criminal Justice Academy Classes and continuing professional development training classes. This is for recruits, Orange County Sheriff's Department employees, and outside agencies personnel enrolling in courses presented by the Orange County Sheriff's Department Training Division. Students shall be able to obtain college credits for courses taken.

- 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.

The Rancho Santiago Community College District (RSCCD) provides the Orange County Sheriff's Department with a stand-alone Regional Training Academy Campus. RSCCD provides all of the necessary supplies and equipment to successfully present the POST Regular Basic Course Academy program. Presently, no other Community College can provide such facilities to accommodate the training needs to present this program. The Orange County Sheriff's Department has partnered with the Rancho Santiago Community College District for forty-five years and established the Sheriff's Academy as the premier program in the State of California. Recruits attending the Academy will obtain college credits for their academy training. In order to receive college credits, the recruits must be registered as students at Santa Ana College within the Rancho Santiago Community College District. The academy is located within the attendance area of Santa Ana College ( CA Northern Region). Per Title 5 of the California Code of Regulations, California Community College Districts have exclusivity within their respect districts to enter into instructional service agreements. Rancho Santiago Community College District (RSCCD) currently serves the entire County of Orange.

The Orange County Sheriff's Department utilizes such a vast number of different scenarios and tactics within one physical location. A move to a new location would take a significant amount of time and would severely impact our delivery of mandatory training. This would create a substantial hardship and cost to the county. It is in the best interest of the county to extend this contract.



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**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.

Community College tuition rates are standard throughout the state. This is a revenue generating contract with no cost to the County.

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

Attach additional sheet if necessary.

It would create a significant hardship on the Orange County Sheriff's Department. Presently, the Orange County Sheriff's Department does not have existing facilities to accommodate the training needs of the Regional Sheriff's Academy such as classroom space, physical fitness training space, ability to conduct practical applications (scenario based-training), orientation, graduation ceremonies and the day to day training operational needs of the training division. The Orange County Sheriff's Department would need to create contracts with a handful of local hotels to conduct department specific training mandates in order to vacate the classroom space at the Katella Training Facility. Upon completing those contract, the Katella facility would become the primary training facility for the Regional Sheriff's Academy. Again, such move would take a significant amount of time to successfully accomplish and would severely impact our delivery of training to both local and regional training partners. In addition, additional financial savings and revenue generating would not be realized. In addition, additional savings and revenue generating would not be realized.

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

Unable to locate any vendor history through internet search.

**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.



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### SECTION IV – AUTHOR/REQUESTOR

Signature: 	Print Name: B. Virca	Date: 2-26-18
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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:	Date:
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### SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE

Signature: 	Print Name: Christina Reyes	Date: 2/27/18
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### SECTION VII – DEPARTMENT HEAD APPROVAL

Signature: 	Print Name: JEFFREY A HALLOCK	Date: 2-27-18
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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.



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#### Release Bid Workflow

Name: Maria Robles-Ayala  
Phone: 714-834-6360  
Email: MAyala@ocsd.org  
Status: Submitter Feb 27, 2018 1:17:23 PM PST

Maria Robles-Ayala  
Submitter

Jan Eickholt  
(for CPO SS Routing (Group))  
Approved

#### Bid Information

**Bid Number:**

[060-625286-MA2](#)

**Bid Title:**

Sole Source- Rancho Santiago Community College  
District

#### Status

**Status:**

Approved

**Comments:**

Best Interest Of The County

[View Workflow History](#)

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Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)

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