



## 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: HCA/PH		Date: April 5, 2011	
Vendor Name: The Regents of The University of California (UCI)		Sole Source BidSync Number: In Progress	
Amount: \$120,000	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Proprietary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of Request: <input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Multi Year <input type="checkbox"/> Amendment <input type="checkbox"/> Increase			
Board Date: 5/17/2011	ASR Number: 11-000375	If not scheduled to go to the Board explain why? N/A	
Does Contract Include Non-Standard Language? If yes, explain in detail. This Agreement contains standard language with the exception of mutual indemnification and approved by Risk Mgmt.			
Was Contract Approved by Risk Mgmt? Yes		Was Contract Approved by CoCo? In Progress	
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 Human Services contract for Child Abuse Medical Evaluation and Physician Services to provide consultation, training, direct examination of children, supervision and expert percipient testimony in criminal and juvenile court proceedings.

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.*

Services are highly specialized and require specific expertise in this subspecialty of child abuse pediatrics in order to properly diagnose, prevent and treat potential child victims of abuse. Appropriate medical consultation is critical for the management of cases of alleged child abuse in the disposition of cases, prosecution of perpetrators and detection of high risk conditions requiring further follow up. This specific vendor has staff with the qualifications, experience and training required to provide the appropriate level of services. This vendor currently provides services at the CAST site and can provide the continuity of care that is significant for this role, due to the nature of the services provided.

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.*

Services requested require specific expertise in the subspecialty of child abuse pediatrics in order to properly diagnose, prevent and treat potential victims of child abuse. The vendor selected has staff with the qualifications, experience and training required for the appropriate level of services. Currently, no other vendor in Orange County is providing this highly specialized and critical area of pediatric care. Also, this vendor provides services at the CAST site and can provide the continuity of care, that is significant for this role, due to the nature of the services. In addition, this vendor has experience working with the various agencies like SSA, HCA, DA and CAST within the Orange County area and is familiar with policies and procedures of the organizations identified above.

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.*

Child Abuse pediatrics has been designated as a subspecialty in pediatrics, and practitioners with these qualifications are limited within the County as well as outside the state. Currently, this selected vendor has a physician with the appropriate qualifications for this child abuse pediatrician subspecialty. No other vendors expressed a desire or did not have the physician subspecialists on staff to provide these services.


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.

As other vendors did not express the desire to provide the identified services, HCA was unable to compare fees. The proposed rate is below market equivalent for a director with similar qualifications and experience.

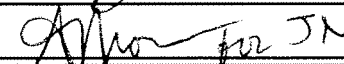
6. If recommended vendor could not provide the product or service, how would the County accomplish this particular task? Attach additional sheet if necessary.

These services would be extremely difficult to provide as there are not that many qualified vendor that could perform these specialized services. The ability to contract for similar services is limited due specified qualifications requirements for the position. In addition, contract services would be considerably more costly and may not be available within the time period required.

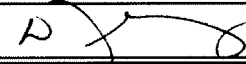
#### SECTION IV - AUTHOR/REQUESTOR

Signature: 	Print Name: Deborah Chitty	Date: 4/5/11
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#### SECTION V - DEPUTY PURCHASING AGENT CONCURRENCE

Signature: 	Print Name: Alice Moore	Date: 4/11/11
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#### SECTION VI - DEPARTMENT HEAD APPROVAL

Signature: 	Print Name: Donna Flannery	Date: 4/6/11
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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.