



City of Richmond Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Public Safety Family Counseling Grp Contact Name: Scott Dansie

Address: 3381 Walnut Boulevard, Suite 210

City: Brentwood State: CA Zip Code: 94513

Phone Number (925) 813-4492 E-Mail scott@psfcg.com

Duration of Contract: 3 years, plus two one-year options

Estimated Cost: \$ 175,000/per FY Funding Source (Account String) 01191021-400201

Is the product/service IT related? Yes No If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes No

For Product: Does the manufacturer sell the item(s) through distributors? Yes No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

Public Safety Family Counseling Group will help support the Police Department's peer support team and provide specific counseling/consulting services specific to law enforcement personnel.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Public Safety Family Counseling Group (PSFCG) is the sole entity in Contra Costa County that offers response counseling and consulting services specific to law enforcement agencies (and their personnel). Timely response to support police personnel is important. PSFCG currently supports all the major law enforcement agencies in Contra Costa County to include: Contra Costa County Sheriff's Office, Antioch PD, Brentwood PD, Concord PD, El Cerrito PD, Martinez PD, Oakley PD, Pittsburg PD, San Ramon PD, San Pablo PD, and Walnut Creek PD.

(if additional space is needed, include them in a separate page)

Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- The required items are **proprietary to the Contractor**, and **contractor does not sell direct to the customer**. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

Note: If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- A specific item is needed:
 - To be compatible or interchangeable with existing hardware
 - As spare or replacement hardware For the repair or modification of existing hardware
- Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.*

Public Safety Family Counseling Group offers 24 hours a day, 7 days a week direct response and support in the event of a crisis. This is crucial to the mental health of police personnel in the event of a critical incident occurs. It is of the utmost importance to ensure the well-being of police personnel to have professionals support them timely in the event of a critical incident.

- Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. *Provide brief explanation and supporting evidence.*

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Police

Requester Name and Title: Matthew Stonebraker

Note: Requester must be able to defend this justification.

Date: 3/27/26

Phone: 510-621-1204

Department Director (Print) Chief Tim Simmons (Sign) 

Date: 4-2-26

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director: Emily Combs Digitally signed by Emily Combs Date: 2026.04.03 11:55:10 -07'00 DATE: ___/___/___

NOT APPROVED: _____

COMMENTS:

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.

Public Safety Family Counseling Group, INC. (Consultant)

Exhibit A – Scope of Services

SCOPE OF SERVICES

The primary purpose of this service contract is the ongoing support, training, and oversight of the Richmond Police Department (Police) peer support team, Critical Incident Stress Management (CISM) programs, and facilitation of the emotional wellness of Police personnel while providing 24/7/365 response and support services to Police employees. All services listed herein are limited to the Richmond Police Department and Richmond Police Department employees except as listed in sections 3.3 and 3.4.

SERVICES

1. 24/7 On-Call/Standby Availability
 - 1.1. Consultant will be available 24 hours a day, 7 days a week for Crisis Response and Stabilization Services for Police Department personnel.
2. Unlimited Crisis Response and Stabilization services. Such services may include, but are not limited to critical incident stress debriefings, crisis management briefings, on-site response, crisis intervention, and in person consultation as necessary following extraordinary events encountered by Police's personnel or impacting the performance of Police personnel's duties. Crisis Response and Stabilization services also include Consultant's expert response to and intervention with personnel experiencing a suicidal crisis.
 - 2.1. Crisis Response and Stabilization Services may be rendered at Police's offices, in the field, at Consultant's offices, virtually, or any other location as deemed necessary, approved by, and agreed upon by Consultant and Police.
 - 2.2. In the event that Consultant is requested to respond to an active scene or incident, Police personnel shall accompany Consultant when requested.
 - 2.3. In the event of a catastrophic incident, loss of life, significant injury to personnel, or other major incident, Critical Incident Stress Management services will be extended to spouses and significant others of Police personnel.
3. Individual Crisis Stabilization and Counseling Services
 - 3.1. Consultant will provide Individual Crisis Stabilization and Counseling Services as requested for Police personnel, including 24/7 availability as needed.
 - 3.2. Consultant will provide first responder specialized support and individual crisis intervention and, as necessary, appropriate professional referrals to Police's employee assistance program or other suitable venue as necessary subject to the terms below.
 - 3.2.1. Individual crisis intervention is defined as up to twenty (20) one-hour, one-on-one crisis intervention sessions per year without the need for referral or authorization from Police. Such sessions may be provided either in-person at Consultant's offices or virtually as determined by the treating clinician and individual seeking services.

3.2.2. In the event that employee self-refers, or is directed or referred by Police, because of a suicidal crisis, services shall be rendered without regard to session or time limits until one of the following occurs. The suicidal crisis is stabilized, abated, or the affected employee is referred to a higher level or other suitable care.

3.2.3. Referrals to third party services such as employee assistance programs, outside wellness training, or recovery/treatment retreats are not covered under this Agreement and are subject to other agreements between Police and the third-party provider.

3.3. Consultant will provide up to five (5) individual transition specialized sessions for retired Police personnel or Police personnel who have separated from employment for any reason in order to help with the adjustment from active to separated status. These sessions must be used within 12 months of separation and within the active contract term.

3.4. Consultant will provide up to five (5) individual sessions for Police employees placed on administrative leave in order to facilitate healthy coping and transition through any related process. Sessions will specifically focus on preparing personnel to return to duty following administrative leave or, where warranted, their transition out of the Department. These sessions may be used post separation for personnel leaving the Department for reasons other than retirement.

3.5. Consultant will provide one (1) session for any new Police hire and their spouse or significant other in preparation to attend a POST Basic Academy in order to facilitate resiliency and successful completion of their training. This session should occur either just prior to or within the first two weeks of starting the academy. One (1) additional session may be offered to the new Police employee when entering the Field Training Program.

4. Workers Compensation

4.1. While Consultant does not accept Workers Compensation cases, Consultant will provide up to five (5) individual sessions for injured personnel with the goal of transitioning to the Workers' Compensation process, if requested. The Consultant shall not treat, diagnose, or otherwise engage or interfere in any part of the formal Workers Compensation process, treatment, or legal process. Consultant shall not provide reports of these sessions to the Police or any other party without a properly executed release, legal mandate, or court order.

5. Telephone, email, and virtual Consultations

5.1. Expert collaboration with Police Personnel regarding issues related to Critical Incident Stress, crisis intervention, education needs, organizational matters, disciplinary matters, terminations, or separation from service, and other psychological services as requested.

5.2. Provide on-going consultation to the Police's Peer Support Team on topics including, but not limited to, program development, team selection, and team operations.

5.3. Consult with Police Personnel regarding critical incident stress management support education services for line, supervisory, and management staff as requested.

5.4. Unlimited telephone, email, and virtual consultations are provided as “Base Services” under this agreement.

6. Peer Support Team Member Services

6.1. Consultant will provide four (4), one-on-one check-in appointments per year for each Police peer support team member, coordinator, and liaisons for the purpose of fostering professional wellness in their assigned role and to support positive wellness habits.

7. Training Services

7.1. Introductory Program Presentations

7.1.1. Consultant will conduct up to eight (8), introductory Police patrol briefing presentations for the purpose of introducing Consultant’s firm, services, and program goals. Consultant will solicit and compile peer support team member nominations following a blind nomination process as requested by Police.

7.1.2. Police agrees to make arrangements for professional, non-sworn, and other administrative personnel to attend one of the aforementioned trainings.

7.2. Command Presentation and Training

7.2.1. Consultant will conduct one 1-hour presentation for Police Command Staff as requested in order to familiarize them with CISM and peer support team program goals and operations.

7.3. Supervisory Presentation and Training

7.3.1. Consultant will conduct one 2-hour presentation for Police first line supervisory staff as requested in order to familiarize them with identifying employees in crisis, CISM, and peer support team program goals and operations.

7.4. Line Personnel Training

7.4.1. Consultant will provide up to four (4), four-hour training blocks per year covering CISM, wellness, and resiliency for Police line level personnel.

7.4.2. Training will be presented at Police facilities, or other suitable facilities arranged and paid for by Police, and may be open to outside agencies upon Police’s request with Consultant approval.

7.5. Spouses Program Training and Consultation

7.5.1. Consultant may provide up to two (2) four-hour training blocks during a Police Spouse’s Academy or Family Day event. Such training will be custom tailored to issues facing spouses or families and may include specialized topics as requested by Police.

7.6. Regional Peer Support Continuing Education Training

7.6.1. Participation in Regional Peer Support Continuing Education Training for all Police designated liaisons, coordinators, and peers is included as a Base Service.

7.6.2. Participating agencies share a rotating responsibility for hosting Regional Peer Support and Coordinator Meetings. Responsibility for hosting said trainings and meetings is split among participating agencies on a rotating basis.

7.6.3. Regional training may be offered in person or via a virtual electronic platform.

7.7. Peer Led Trainings

7.7.1. Upon request, Consultant shall design and supply two (2) 15-minute training programs designed to be presented by Police peer support team members during briefing or other short format gatherings. These training programs shall be designed to enhance resiliency, increase mental wellness, and/or address specific problems within the agency or industry as a whole (i.e., healthy alcohol consumption, dealing with personal crisis, available CISM resources). Consultant will train designated personnel in the delivery of this training program.

7.7.2. Upon request, Consultant shall design and supply one (1) Police new hire training and orientation program designed to be presented by peer support team members during the first few weeks of a new employee's orientation to the Police. These training programs shall be designed to increase stress awareness, understand the negative impacts of long-term stressors, enhance resiliency, increase mental wellness, orient new employees to peer support and other wellness resources within and outside of the agency, and/or address specific topics as requested by Police. Consultant will train designated Police personnel in the delivery of this training program.

7.8. Consultant will provide up to two (2) "Blue Sky" Strategic Planning Sessions per fiscal year. Blue Sky sessions may be utilized by any work group within the Police Department; however, they are highly recommended for Peer Support Team program planning and development.

7.9. All training requests must be submitted at least 90 days in advance.

8. Meetings

8.1. Consultant will help facilitate and attend regular peer support team meetings exclusively for Police's peer support team members. Said meetings shall be set up by a Peer Support Team Coordinator or Liaison and should occur once per quarter. These meetings may be held/attended in-person or virtually.

8.2. Consultant will help facilitate and attend Police peer support team coordinator and liaison meeting as requested. Said meetings shall be set up by a peer support team coordinator or liaison. These meetings may be held/attended in-person or virtually.

8.3. Consultant shall attend Police Command Staff meetings as requested for the purpose of discussing and making recommendations as to CISM, wellness, and peer support needs within the Department.

8.4. Consultant shall attend Police Supervisory Staff meetings as requested for the purpose of discussing and making recommendations as to CISM, wellness, and peer support needs within the Department.

- 8.5. Consultant may provide or attend additional Police meetings or other gatherings beyond those outlined above as requested by Police.
- 8.6. Consultant may prepare and provide presentations on topics of concern, within Consultant's specialty, as requested at any of the aforementioned meetings.
- 8.7. Having Consultant periodically attend Police Command and Supervisory meetings provides the opportunity to embed wellness and mental health resources within the culture of the Department thereby enhancing the acceptance and delivery of Consultant's resources. It also allows for the discussion of sensitive or challenging issues facing the Department, as well as the identification of future challenges. Clinical presence at the command level helps serve as a reminder of the importance of wellness and resiliency that can then be modeled to the rest of the Department in order to enhance and promote a culture of resiliency and wellness. Additionally, it allows for the presentation of current research, industry trends, and other pertinent information in a timely manner allowing for rapid implementation and response to emerging issues.

9. Policy Development and Review

- 9.1. Consultant will supply Police with a Sample Peer Support Policy and assist Police personnel with review and recommendations for creating a comprehensive Peer Support Team and CISM Policy.
 - 9.2. Police shall have their own City Attorney and/or risk manager review any recommended policy prior to implementation. Police is responsible for ensuring that any proposed policy is compliant with city, state, and federal law.
10. When Police requests services to be rendered onsite, Police shall make suitable space available to Consultant. When suitable space is not available, Police shall make other location arrangements appropriate for the services to be rendered.
 11. When Consultant is unavailable or unable to render services as indicated above, Consultant shall make necessary arrangements for referral to appropriate mental health professionals for coverage and make contact information available to Police personnel.
 12. Consultant shall not be responsible for computer, video, audio, or other technological needs for Police or Police's personnel to attend training or access services.
1. **ADDITIONAL SERVICE TERMS** Services may be rendered in-person, via telephone, email, or virtual platform based on the specific circumstances, nature, and needs of the service, Police, and Consultant. Response services shall be provided in-person except under extraordinary circumstances.
 2. Regional Peer Support Continuing Education Training may be provided in person or virtually and may be rescheduled, postponed, or cancelled for extraordinary events.
 3. In the extraordinary circumstance that Consultant is unavailable or unable to provide 24/7 standby/on-call availability, Consultant shall make necessary arrangements with appropriate mental health professionals for coverage and any expense incurred by Consultant in doing so shall be the sole responsibility of Consultant.
 4. Copyright and Right of Use

4.1. Any and all work, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, designs, specifications, drawings, diagrams, surveys, source codes or any original works of authorship created by Consultant or its subcontractors or subconsultants in connection with services performed under this Agreement shall be deemed the exclusive intellectual or otherwise licensed property of Consultant and Consultant shall retain all rights therein except where provided by a separate agreement.

5. Third Party Insurance Verification

5.1. Consultant shall not be required to comply with third-party insurance verification or compliance services. Consultant shall supply copies of required insurance to City prior to payment for City's review and acceptance. Specialized terms, clauses, language, or coverages are not available under this Agreement.

6. HIPAA Requirements

6.1. Confidentiality of Consultant's services and records are governed by State and Federal statutes, court decisions, ethical standards, and generally accepted business practices for their profession. Notwithstanding any other section of this Agreement, no record or other identifying information, including but not limited to HIPAA protected information shall be released without a valid court order, written authorization from the individual(s) affected by the information release, or other legal authority compelling release of such information. Additionally, compliance with any audit or inspection requirement contained herein necessitates an investment of Consultant's time, efforts, and resources in order to maintain the required confidentiality of records subject to audit or inspection and as such, shall be considered billable hours and compensated according to this Agreement. This section shall supersede all other sections and shall survive termination, cancellation, or expiration and remain in effect indefinitely.

7. Confidentiality of Consultant's Information

7.1. The terms of this Agreement are considered public information pursuant to the California Public Records Act (Government Code section 6250 et seq.). The Parties agree to exercise at least the same care, legal and professional standards, security, and confidentiality for any confidential information received from the other party as they would for their own confidential and protected information.

8. All services are subject to suitability for any given circumstance based on the professional clinical judgement of Consultant, in compliance with the Standard of Care, Professional Ethics, and legal standards of the Consultant's profession. Services may be adjusted, altered, or declined when/where deemed necessary based on the presenting circumstances and the servicing clinician's judgement. Alternative resources may be provided where appropriate.

8.1. Referrals to third party services such as employee assistance programs, outside wellness training, or recovery/treatment retreats are not covered under this Agreement and are subject to other agreements between Police and the third-party provider.

9. Billing and Invoices

9.1. Consultant shall endeavor to provide a monthly utilization statement to the Police no later than the 10th day of each month following the month in which services are provided. The utilization will include a description of services rendered and the date on which such services were

provided. Due to HIPAA restrictions individual client information will at no time be included in accounting information. Utilization statements shall be combined with monthly invoices for convenience.

- 9.2. Police shall ensure timely requests for and utilization of Consultant's services. Any services not utilized within any Calendar Year while this Agreement in effect are non- refundable and will be lost as of June 30th of each year this Agreement remains in effect. Failure of Police to utilize Consultant's services in a timely manner shall not be cause for a refund or extension of time.