



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: Napa-Solano SANE/SART **Contact Name:** Nicole Solorio

Address: 1141 Pear Tree Lane, Suite #220

City: Napa **State:** CA **Zip Code:** 94558

Phone Number (707) 666-2021 **E-Mail** nicoles@napanews.org

Duration of Contract: 3 year sole source

Estimated Cost: \$ 10,000 **Funding Source (Account String)**

Is the product/service IT related? Yes No X **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)

Napa-Solano SANE/SART conducts sexual assault exams for the city of Richmond (and the rest of Contra Costa County) victims.

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.

This non-profit company is utilized to conduct sexual assault response team kits (SART kits) when Contra Costa County Medical Center (CCRMC) nurses are unavailable. This company is utilized by all Contra Costa County agencies, and no other company is utilized to conduct such services.

(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.*

- ☒ **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.*

Contra Costa County Regional Medical Center (CCRMC) has been utilizing Napa-Solano SANE/SART as the sole company to conduct sexual assault response team kits (SART kits) when CCRMC is unavailable.

(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 Department

Requester Name and Title: Kristopher Tong - Sergeant (Domestic and Sexual Violence Unit)

Note: Requester must be able to defend this justification.

Date: 08/04/2021

Phone: 510-620-6668

Department Director (Print) Chief B. French

(Sign)

DocuSigned by: 8/11/2021

Date:

Signed on behalf of
Assistant Chief
E05140E8022647A Chief French

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

Finance Director DocuSigned by:

ofelia Alvarez

APPROVED: Antonio Barrios
2B6AF9F2E01D473...

DATE: 8/12/2021

NOT APPROVED: _____

COMMENTS:

DocuSigned by:
Laura Snideman
8786F081C00542D...

DocuSigned by:
Ofelia Alvarez
E68F904842184FF...
8/12/2021

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.