

 BUTTE COUNTY CONTRACT ADMINISTRATION REQUEST FOR EXPENSE CONTRACT REVIEW				x25531	
To Be Completed By Submitting Department (A MINIMUM OF TWO ORIGINALS & ONE COPY OF THE CONTRACT MUST BE ATTACHED unless contract is going to the BOARD = THREE ORIGINALS & ONE COPY)					
Approval Authority:		<input checked="" type="checkbox"/> General Services <input type="checkbox"/> Department Only			
<input type="checkbox"/> Contract Initial Review		<input checked="" type="checkbox"/> Contract Approval Review			
		<input type="checkbox"/> Amendment Initial Review		<input type="checkbox"/> Amendment Approval Review	
Date Submitted:		04/30/2024		Contact Person: Artemis M. Black	
Supplier #:				Phone No: 530.552.6093	
Name of Contractor:		CalSAWS Consortium			
Services Provided:		Central Print - County Purchase - Butte County BTT-2024-01 Electronic Return Mail			
Is this a NEW INDEPENDENT CONTRACTOR/SOLE PROPRIETOR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES - If YES you must file a W-9 before payment can be issued					
Cost Center:		DESS CalWORKs		Spend Category: Professional & Specialized Services	
Maximum Amt. Payable:		\$22,545		Project No. or Program No./Grant No. N/A	
Encumbrance Split (If contract will be encumbered):				FY 2023/24: \$9,887 FY 2024/25: \$1	
Start Date:		End Date: 06/30/2026		Duration: 2 Years, 2 Months	
Will contract require additional appropriation <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Funding Source:		Combination of State & Federal Funds	
Does Contract require Business Associate Agreement (HIPAA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
HOW WAS CONTRACTOR SELECTED?					
<input type="checkbox"/> Contract is for less than \$25,000 and therefore solicitation is not required and/or quotes were obtained to verify pricing					
<input type="checkbox"/> Based on Competitive Solicitation No. ____ - ____; lowest price/best value & responsive/responsible offer/proposal/bid or Explain:					
<input checked="" type="checkbox"/> Non-Competitive Process:					
<input checked="" type="checkbox"/> Based on Competitive Solicitation Exception <u>(B) v. (b) (I)</u> Cite Specific Exception)					
Brief Elaboration: Service provided by another governmental agency.					
<input type="checkbox"/> I concur with the above citation application to this contract and recommend approval as exception to the competitive solicitation process. <input type="checkbox"/> I do not concur with citation; competitive solicitation is required or SSJ must be submitted.					
Contracts/Procurement Agent				Date: 4/30/2024	
<input type="checkbox"/> Based on standardization (S_____, approved on _____) other sole source or single source justification; see attached documentation for full explanation.					
CONFLICT OF INTEREST/CALPERS ANNUITANT					
<input type="checkbox"/> Contractor is a past County employee (within past 24 months) or a CalPERS retired annuitant from any agency. (If checked, attach completed Independent Contractor Certification Form which has been approved by HR and the Auditor/Controller prior to routing to General Services.)					
DEPARTMENT AUTHORIZATION & APPROVAL SPECIAL HANDLING					
Requested Date of Approval		N/A		NOTE: If transmittal has already been submitted this sheet should be YELLOW	
<input type="checkbox"/> When fully routed send directly to Clerk of the Board				<input checked="" type="checkbox"/> When fully routed notify contact person for instruction	
The undersigned hereby certifies that the attached contract and the processes that produced it were accomplished in compliance with the Butte County Ordinance and with Contract/Purchasing Policy & Procedure Manual and in accord with Butte County Fiscal Goals and Objectives.					
Artemis M. Black		Artemis Black		Digitally signed by Artemis Black Date: 2024.04.30 17:24:13 -07'00'	
4/30/2024					
Typed or Printed Name of Dept Head or Delegate		Signature of Department Head or Delegate		Date	
FOR REVIEW RECORDS ONLY				<input type="checkbox"/> PWC 100	
Review		Comments or Notations		Reviewer Initials	
Contracts Division:		x25531			
County Counsel:					
GS Front Desk Staff:		<input checked="" type="checkbox"/> Route through DocuSign <input checked="" type="checkbox"/> Log Contract <input type="checkbox"/> Complete Log + Upload to LF			



**Central Print
County Purchase**

Butte County

BTT – 2024-01

Electronic Return Mail Notification

April 23, 2024

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/27/2023	1.0	Created Document	Geoff Cosner
9/4/2023	1.1	Updated Screenshots	Anna Buenviaje

CalSAWS – Central Print

County Purchase – Butte County Address Correction

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REQUESTED SERVICES

Overview

The CalSAWS Electronic Return Mail Notification service provides faster information related to CalSAWS correspondence mailed from Central Print that will result in return mail. Information on which mail pieces will be returned and why can be provided electronically via a report or a task within CalSAWS. Optionally, physical mail pieces determined to be return mail through the electronic return mail service can be prevented from being returned to the County.

This County Purchase is for Butte specific costs based upon the options chosen by Butte associated with use of the CalSAWS electronic return mail notification service.

Scope of Work

The United States Postal Services (USPS) determines whether a mail piece is deliverable or not deliverable. Mail that is not deliverable is returned with a USPS return label. The USPS determines the information that goes on the USPS return label (typically a yellow sticker) from one of two USPS services:

- **Coding Accuracy Support System (CASS)** – USPS service that returns a properly formatted address
- **National Change of Address (NCOA)** – USPS service that returns the data for a name/address that has a change of address on file prior to mailing (intended to replace USPS Address Change Services (ACS))

As part of the Electronic Return Mail Notification service, Central Print processes both CASS and NCOA for all mail. Based on results of CASS and NCOA inquiries, mail is identified as either deliverable or return mail at the time of mailing.

Per policy, all correspondence whether it will be delivered or returned is mailed.

For those mail pieces that are going to be returned, the information that it will be returned and why is provided to the County by the next business day rather than several weeks later when the physical mail piece is returned. This faster identification can help Counties prevent additional undeliverable mail going out – providing better service to clients while saving on postage for additional mail pieces.

For Counties using the Electronic Return Mail Notification service, Central Print sends a transaction for each mail piece to USPS' CASS and NCOA services. USPS returns an official USPS notification of what will happen with that particular mail piece.

CalSAWS – Central Print

County Purchase – Butte County Address Correction

RECEIVE RESULT INFORMATION

Addresses determined to be incorrect or non-deliverable are flagged. This information is then returned to the County. The information can be returned in the form of a report or as a task within CalSAWS based on the County's preference.

1: Receive Result Information - Report Option

For addresses determined to be undeliverable, an entry is included on the Electronic Return Mail Notification report. This report is available the next business day following mailing of the correspondence and is provided through a secure method due to the Personally Identifiable Information included.

The combination of Case Number, Notice of Action (NOA)/Form Number and Recipient Name point the County staff member to which correspondence generated the undeliverable or forwarding address return information from USPS. Error Description provides the information on what the problem is such as Invalid city and ZIP code.

When a County staff member resolves the address issue listed on the report, future correspondence will be corrected. However, the correspondence that caused the item to be on the report will still be returned with a return label applied by the USPS. Please refer to the subsection titled, *"Physical Returned Mail Piece Handling"* for information on processing the physical mail piece.

2: Receive Result Information - Task Option

For addresses determined to be undeliverable, a task is generated in the CalSAWS system. This task should appear within 24 hours of the completion of the Central Print processing on the Task Dashboard shown below.

The screenshot displays the 'Task Search' interface in CalSAWS. At the top, there are tabs for 'My Tasks', 'My Watchlist', 'Task Search' (which is active), and 'My Banks'. Below the tabs, there's a 'Task Search' header with a 'Help' icon. A note indicates that an asterisk (*) indicates required fields. A 'Refine Your Search' link is also present. The main section is titled 'Search Results Summary' and shows 'Results 1 - 1 of 1'. A table lists the search results with columns: Due Date, Case, Case Name, Program(s), Category, Type/Sub-Type, Status, Worker ID, and Bank ID. The first row shows a task due on 09/15/2023, with a Case ID of 00000002, Case Name of 00000002, Program(s) of CW, Category of Case Update, Type/Sub-Type of Change Address, Status of Assigned, Worker ID of 37LS013T02, and Bank ID of 00000002. A blue callout box with a white arrow points to the 'Bank ID' column, containing the text: 'Tasks will be automatically added to correct mailing addresses'. At the bottom, a status message reads: 'This page took 0.44 seconds to load.'

Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Worker ID	Bank ID
09/15/2023	00000002	00000002	CW	Case Update	Change Address	Assigned	37LS013T02	00000002

CalSAWS – Central Print

County Purchase – Butte County Address Correction

When the task is selected, the Task Detail window appears. An example of the Task Detail window where the task can be accessed is shown below.

Task Detail
Result 1 of 1 - 1

* Indicates required fields

Start Watching Print Close

Case Number: 1BFN	Case Name: St	Program(s): CalWORKs - St	Status: Assigned	Reference Number: *
Category: Case Update	Type: Change Address	Sub-Type:	Priority: Medium	Expedited: No
Due Date: 09/15/2023	Date Created: 09/01/2023	Worker Assigned Date: 09/01/2023	Start Date:	
Assign to Program Worker: No	Worker ID: 37LS013T02	Bank ID:	Automated Action: No	

Long Description:

Message: Undeliverable based on current address

Recipient Name: S

NOA/Form Number: AR 2

CASS Error Description/Code: Secondary street number does not exist. (412)

****Current CalSAWS Address Fields:**

17

AN

****Corrected CalSAWS Address Fields:**

Not available

County Instructions: Contact the recipient for the correct address, then update CalSAWS.

Instructions

The Long Description area of the Task Detail window contains the information that would have been available on the envelope. An example of the type of information that would be included in the Long Description on the Task Detail window is shown below.

Message: Undeliverable based on current address

Recipient Name: John Doe

NOA/Form Number: CW 7

CASS Error Description/Code: Street name invalid (412)

****Current CalSAWS Address Fields:**

950 W El Camino, Apt 401

San Diego, CA 94040

****Corrected CalSAWS Address Fields:**

Not available

County Instructions: Contact the recipient for the correct address, then update CalSAWS.

CalSAWS – Central Print

County Purchase – Butte County Address Correction

Completion of the task by the County staff member should resolve the address issue on future correspondence, but the correspondence that caused the initiation of the task will still be returned with a return label applied by the USPS. Please refer to the subsection titled, “*Physical Returned Mail Piece Handling*” for information on processing the physical mail piece.

PHYSICAL RETURNED MAIL PIECE HANDLING

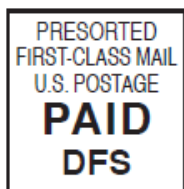
Completing the task or resolving the item on the report as noted in the previous subsection, corrects the mailing address for the future correspondence. The recently mailed physical mail piece will be returned by USPS, typically within 2 to 6 weeks following mailing. There are two options for the returned mail piece – return to the County return address or return to Central Print.

1: Returned Mail Piece - County Return Address Option

The County may receive return mail that was mailed by Central Print or mail pieces that were mailed by the County. Processing of return mail pieces that are mailed by the County should continue per the existing County process.

For correspondence that is mailed by Central Print, the majority of the envelopes can be securely destroyed upon receipt because the information on the envelope was provided through the Electronic Return Mail Notification service.

All outgoing CalSAWS correspondence use envelopes that have the following indicia printed on the upper right corner:



Mail which includes this indicia in the upper right corner was mailed by Central Print and therefore has gone through the Electronic Return Mail Notification service for Counties that participate in Electronic Return Mail Notification.

Also, the envelope will include the endorsement of “Return Service Requested” below the indicia.

Envelopes without the indicia shown above, were not mailed by Central Print and the return mail should continue to be processed using existing County procedures.

Additionally, any envelope mailed by Central Print **without** a USPS return label (typically a yellow sticker) should also be processed using existing County procedures for return

CalSAWS – Central Print

County Purchase – Butte County Address Correction

mail as it is possible that this mail piece was refused upon delivery rather than due to an address error or forwarding information.

2: Returned Mail Piece – Central Print Return Address Option

By using an envelope with Central Print's return mail address when mailing from Central Print, return mail will be routed back to Central Print for handling. **In this option, Central Print will only receive return mail that was mailed by Central Print.** Undeliverable correspondence that was mailed locally by the County staff will return to the County.

There are some return mail items that may still have to be returned to the County for processing because they were determined to be undeliverable at the time of delivery by the USPS. These include returned envelopes with the following USPS return reasons:

- “Attempted – Not Known” (Delivery attempted, addressee not known at place of address)
- “Deceased” – (Addressee is deceased and mail is not properly deliverable to another person)
- “Refused” (Addressee refused to accept mail)
- “Unclaimed” (Addressee abandoned or failed to call for mail)

When the returned mail reason is one of the above, the return mail piece will be shipped to the County address provided. Return mail sent to the County by Central Print should be processed using existing County procedures.

When the returned mail is not one of the above reasons, Central Print will securely destroy the mail piece.

One-Time Setup Charges

Setup charges are one-time charges to be invoiced upon completion of testing.

Description	Rate	Quantity	Cost
Setup Charge	\$7,500	1	\$7,500.00
Total Setup Cost			\$7,500.00

CalSAWS – Central Print

County Purchase – Butte County Address Correction

Ongoing Monthly Charges

Ongoing monthly charges are volume specific. The first item listed under “Required for All Options” is not optional and is required to use the Electronic Return Mail Notification service.

Receive Result Information

There are two options available for receiving the result of processing the address with USPS (Note that one or both of the options for “Receive Result Information” may be chosen:

- **1: Receive Result Information – Report Option** - A report containing an entry for each undeliverable mail piece is delivered in a secure electronic manner
- **2: Receive Result Information – Task Option** - A task for each undeliverable mail piece is created within CalSAWS

Choosing one of the options above related to receiving the result information provides the information that would be available from the return envelope in advance of receiving it.

Physical Return Mail Piece Handling

The mail piece will be returned. There are two options available for handling the physical returned mail piece as follows:

- **1: Returned Mail Piece - County Return Address Option** – Mail pieces sent locally or from Central Print will have the County address and will be processed by the County
- **2: Returned Mail Piece – Central Print Return Address Option** – Mail pieces sent locally from the County will have the County address and will be processed by the County; mail pieces sent by Central Print will have the Central Print address and will be processed by Central Print as described in this County Purchase document

CalSAWS – Central Print

County Purchase – Butte County Address Correction

Unit prices for the required service and each of the options is shown on the table below.

Description	Unit Type	Unit Price
Required for All Options		
Address Record Processing	Each outgoing address	\$0.009
1: Receive Result Information - Report Option		
Link to report emailed after each batch cycle		\$0.00
2: Receive Result Information - Task Option		
Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	Each month	\$250.00
1: Returned Mail Piece - County Return Address Option		
Return to the County Return Address	Not applicable	\$0.00
2: Returned Mail Piece – Central Print Return Address Option		
Return to Central Print Return Address	Each envelope returned from USPS	\$0.155
Shipping for Envelopes Returned to the County*	Each small box sent	\$17.10
	Each large box sent	\$22.80

*Price per box is subject to increase based on USPS postage rate increases.

The shipping rates included in Option 2: Returned Mail Piece – Central Print Return Address Option, are postage rates from the U.S. Postal Service. The amount for each box shipped will be deducted from the county's postage account, similar to postage required to mail CalSAWS correspondence from Central Print. The rates provided above are rates currently in effect and are used for budgetary purposes. Actual rates charged will depend on the size and type of package used, as well as the current postal rate for that type of package.

CalSAWS – Central Print

County Purchase – Butte County Address Correction

Pricing Example

Ongoing monthly charges shown below are estimates based on the volume information available as of the date of submission of this County Purchase document. The table below presents an example only.

Monthly invoiced amounts will be based on the actual usage volume each month and are expected to vary from estimates shown in the table. Invoices will be sent by the CalSAWS Consortium to the County.

This example assumes that the following options are chosen and as such the County would receive both the report and the task and that Central Print will receive the return mail:

- **1: Receive Result Information – Report Option**
- **2: Receive Result Information – Task Option**
- **2: Returned Mail Piece – Central Print Return Address Option**

Description	Unit Price	Volume	Price
Required for All Options			
Address Record Processing	\$0.009	44,400	\$399.60
1: Receive Result Information - Report Option			
Link to report emailed after each batch cycle	\$0	-	\$0
2: Receive Result Information - Task Option			
Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	\$250.00	1	\$250.00
1: Returned Mail Piece - County Return Address Option			
Return to the County Return Address	N/A	N/A	N/A
2: Returned Mail Piece – Central Print Return Address Option			
Return to Central Print Return Address	\$0.155	1,750	\$271.25
Shipping for Envelopes Returned to the County	*\$17.10	5 small Boxes	\$85.50

CalSAWS – Central Print**County Purchase – Butte County Address Correction**

Description	Unit Price	Volume	Price
Shipping for Envelopes Returned to the County	*\$22.80	5 large Boxes	\$114.00

*The rates for shipping small and large boxes is a flat postal rate and is charged directly to the county's postage account. These charges are also subject to change by the USPS.

Total Estimated Charges by State Fiscal Year

Total estimated charges by fiscal year are shown below. These are estimates based on the volume information available as of the date of submission of this County Purchase document. The start date for these charges assume beginning services on 5/1/2024 and extend through 6/30/2026. This estimate includes 1: *Receive Result Information - Report Option* and 2: *Receive Result Information - Task Option* and 2: *Returned Mail Piece – Central Print Return Address Option*. Any other combination of options will result in changes to the estimate.

Description	SFY 2023/24 Total	SFY 2024/25 Total	SFY 2025/26 Total	Total
Total Print Services Annual Price	\$ 9,887	\$ 12,658	\$ 0	\$ 22,545

CalSAWS – Central Print

County Purchase – Butte County Address Correction

Assumptions:

1. Start date of return mail processing services: 5/1/2024
2. End date of return mail processing services: 6/30/2026
3. Price includes one-time setup cost in first SFY.
4. Includes 1: Receive Result Information – Report Option and 2: Receive Result Information – Task Option and 2: Returned Mail Piece – Central Print Return Address Option
5. 5% increase in volume each year
6. Initial volume increase of 20% for budgetary purposes
7. CalSAWS may be covering the cost of Return Mail services effective 7/1/2025, pending IAPDU approval
8. The rates for “Shipping for Envelopes Returned to the County” are based on current rates from the USPS and are subject to change.

ASSUMPTIONS

The following assumptions apply to this County Purchase.

1. No more than 5% of mail pieces are not deliverable.
2. No more than 0.5% of returned mail pieces must be delivered back to county.

ATTACHMENTS

- None

CalSAWS – Central Print**County Purchase – Butte County Address Correction**

COUNTY SELECTIONS

The service options chosen by Butte County are shown on the following table.

Description		Beginning Month	Ending Month
Required for All Options			
√	Address Record Processing	May 2024	N/A
1: Receive Result Information - Report Option			
√	Link to report emailed after each batch cycle	May 2024	N/A
2: Receive Result Information - Task Option			
√	Task created in CalSAWS for each undeliverable address and, if desired, each address with significant issue	May 2024	N/A
1: Returned Mail Piece - County Return Address Option			
	Return to the County Return Address	N/A	April 2024
2: Returned Mail Piece – Central Print Return Address Option			
√	Return to Central Print Return Address	May 2024	N/A
√	Shipping for Envelopes Returned to the County	May 2024	N/A

CalSAWS – Central Print

County Purchase – Butte County Address Correction

COUNTY PURCHASE APPROVAL

Subject: County Purchase – BTT-2024-01

The subject document is accepted as allowing Gainwell Technologies, the CalSAWS Central Print vendor, to proceed with the subject County Purchase.

County of Butte:

By: Shelby Boston
Shelby Boston, Director
Department of Employment and Social Services

Date: 5/1/2024

DocuSigned by:
By: Sarah MacArthur
Sarah MacArthur, Deputy Director
General Services

Date: 5/2/2024

Approved as to Form

By: Brad Stephens
Brad J. Stephens
Butte County Counsel

Date: 5/2/2024

Reviewed for Contract Policy Compliance

By: Jennifer Lawrence
General Services Contracts Division

Date: 5/1/2024

Notice Address:

County of Butte
Department of Employment and Social Services
P.O. Box 1649
Oroville, CA 95965

CalSAWS Consortium

By: _____ Date: _____

Printed Name: _____

Title: _____

By: _____ Date: _____

Geoff Cosner, Project Manager
Gainwell Technologies

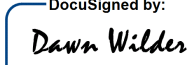
Notice Address:

CalSAWS Consortium
620 Roseville Parkway
Roseville, CA 95747

CalSAWS – Central Print

County Purchase – Gainwell Signature Page

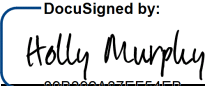
Gainwell Technologies

DocuSigned by:

By: 5E50489CE06C491...
Printed Name: Dawn wilder
Title: Account General Manager
Date: 5/28/2024

Notice Address:

Gainwell Technologies
620 Roseville Parkway
Roseville, CA 95747

CalSAWS Consortium

DocuSigned by:

By: 89B392A87EF54EB...
Printed Name: Holly Murphy
Title: CalSAWS PMO Director
Date: 5/28/2024

Notice Address:

CalSAWS Consortium
620 Roseville Parkway
Roseville, CA 95747



California Health and Human Services Agency
Office of Technology & Solutions Integration
Statewide Automated Welfare System (SAWS) Project
2495 Natomas Park Drive, Suite 515
Sacramento, California 95833
(916) 263-3900



GAVIN NEWSOM
GOVERNOR

March 07, 2024

Joe Hothan
Butte County Department of
Employment and Social Services
P.O. Box 1649
Oroville, CA 95965

Re: APD Central Print Electronic Return Mail Notification FY 2023/2024

Dear Mr. Hothan:

This approves your Fiscal Year (FY) 2023-24 request received March 07, 2024 to purchase IT Services for the Butte County. I understand that this acquisition will be sole-sourced through CalSAWS Consortium in accordance with State and Federal procurement policies.

Estimated one-time maintenance and operations costs in the amount of **\$11,760** are approved.

This approval is contingent upon the availability of state and federal funds. For claiming purposes, *this approval is for M&O costs only. **These costs are not eligible to be claimed as developmental costs**. Account # (APD Project #) **04-24-11930** has been assigned as a project identification number for your claiming within the County Expense Claim Reporting Information System (CECRIS), internal tracking, and audit purposes. Please now utilize this project number when claiming M&O costs in CECRIS.* If you have questions regarding the claiming of costs, please e-mail them to fiscal.systems@dss.ca.gov

If you have other questions or concerns, please contact Sudakshina Biswas at (916) 263-0478 or email at Sudakshina.Biswas@osi.ca.gov

Sincerely,

DocuSigned by:
A stylized signature of Daniel Brown in blue ink.
DANIEL BROWN
SAWS Project

cc:

Analyst, Fiscal Policy Bureau, CDSS
Analyst, County Expense Claim, CDSS



NON-COMPETITIVE JUSTIFICATION

FORM Department		Date	
Butte County Department of Employment and Social Services		03/07/2024	
Supplier	CalSAWS Consortium		
Description of Items Wanted	Central Print return mail services and electronic notifications.		
Total Cost	If purchase is: Less than \$5,000 – department will maintain justification and provide to Purchasing upon request \$5,000 or more – department will complete form and attach it plus copies of all bid and quote information in the SRM Contract or Shopping Cart.		
\$ 12,679.00			
Justification (select one) (see reverse of form for definitions)			
Product	Service	Both	
<input type="checkbox"/> Equipment/system compatibility <input type="checkbox"/> Functional specifications <input type="checkbox"/> Manufacturer/publisher-direct <input type="checkbox"/> Only authorized distributor	<input type="checkbox"/> Existing agreement <input type="checkbox"/> Reimbursement to owner <input type="checkbox"/> Specialized credentials/expertise/training	<input type="checkbox"/> Board approved <input type="checkbox"/> Emergency/life or property threat mitigation <input type="checkbox"/> Timing Constraint <input type="checkbox"/> Government mandated/legal requirement <input type="checkbox"/> Proprietary <input checked="" type="checkbox"/> Sole source	
Please provide a detailed explanation for the Justification selected above.			
This will be a sole source purchase. It is service add on to the existing CalSAWS system.			
CalSAWS system is the only system used by the Department of Employment and Social			
Services for Medi-Cal, CalFresh, CalWORKs and Employment Case Management system.			
We will be adding to an existing contract.			
Submitted by	Signature	Print or Type Name	Date

Incomplete forms may result in the SAP document being rejected.

Justification Definitions for Non-Competitive Purchases

P R O D U C T	<p>Equipment/system compatibility – Equipment or system has same compatibility, interoperability, technical application as that currently owned by County. May be a situation where the vendor has specific knowledge of the system, County premises, operations or requirements. May result in reduced expenses for training/maintenance and added efficiency Countywide; changing would require significant additional funding or training of staff. Department may be asked to specify a definitive period of time after which a competitive process will be initiated. <u>Examples: software; keycard access; fire alarm/security systems; breathing apparatus.</u></p> <p>Functional specifications – Meets performance and quality requirements; other products lack one or more of the required material specifications. <u>Examples: hospital and/or lab equipment providing exact diagnostic specifications; bomb disposal robot.</u></p> <p>Manufacturer/publisher-direct – Has no distributor network or is less costly than purchasing through a distributor.</p> <p>Only authorized distributor – No other manufacturer-authorized distributor in geographical area can provide product. <u>Example: Caterpillar equipment can only be purchased from one distributor.</u></p>
S E R V I C E	<p>Existing agreement – Essential in maintaining continuity of service. There is a significant cost benefit to the County to stay with the vendor. <u>Example: Lexis Nexis subscription for legal research and financing information.</u></p> <p>Reimbursement to owner – County reimbursing owner for service or product (provided by third party) paid for by owner pursuant to agreement. <u>Example: tenant improvements for County-leased buildings.</u></p> <p>Specialized credentials/expertise/training (replaces specialized services) – Meets requirements for certification, credentials, experience, expertise, training as requested.</p>
B O T H	<p>Board approved – Board of Supervisors' authorized procurement.</p> <p>Emergency/life or property threat mitigation - A purchase for: (i) the preservation of life or property, or (ii) if the Purchasing Agent or any assistant authorized to make purchases is not immediately available and the service, item or items, are immediately necessary for continued operation of the entity and undue delay would cause substantial loss to the County in the event of an emergency, is to be made pursuant to 14.0106 of the County Code.</p> <p>Timing constraints – Compelling urgency; only vendor that can commit to delivery schedule of product/project/service. Departments are required to show that failure to meet such deadline will cause additional expense to the County or jeopardize public health or safety.</p> <p>Government mandated/legal requirement – Mandated by local, state, county, or federal agency with jurisdiction.</p> <p>Proprietary item – Used, made or marketed by one having the exclusive legal right (patented, licensed, copyrighted, etc.)</p> <p>Sole source – Only one provider/supplier exists to fulfill County requirement.</p>