



CONFIRE

NON-COMPETITIVE PROCUREMENT JUSTIFICATION FORM

Department: Admin/Comms Divs **Date:** June 28, 2022

Supplier: Chino Valley Independent Fire District

Description of item: Uniformed support services to assist CONFIRE Admin and Comms Divisions during the absence of the Director. This role will act as an Assistant to the Director and may assume the role of Acting Director if needed. This is a six-month agreement with an option to extend for an additional six months.

Total Cost:
\$ 192,253
If Purchase is Over \$25,000 Per Vendor in a Fiscal Year:
 Department will complete form and attach it along with copies of all bid and quote information.

Justification (Select That Applies)

Product	Service	Other
<input type="checkbox"/> Equipment/System Compatibility <input type="checkbox"/> Functional Specifications <input type="checkbox"/> Manufacturer/Publisher-Direct <input type="checkbox"/> Only Authorized Dealer	<input type="checkbox"/> Existing Agreement <input type="checkbox"/> Reimbursement to Owner <input checked="" type="checkbox"/> Specialized Credentials/ Expertise/ Training	<input type="checkbox"/> Cooperative Purchase <input type="checkbox"/> Emergency/Life or Property <input type="checkbox"/> Theft Mitigation <input checked="" type="checkbox"/> Timing Constraint <input type="checkbox"/> Government Mandated/Legal Requirement <input type="checkbox"/> Proprietary <input checked="" type="checkbox"/> Sole Source/Single Source

Please provide a detailed explanation for the Justification selected above.

The CONFIRE Director is currently on family medical leave and may be in that situation for several months. The CONFIRE Admin Chiefs have appointed an Acting Director who is currently serving until July 31, 2022. The Admin Chiefs have taken the additional step to secure the services of a Chief Officer that can assist the Acting Director with day-to-day issues at the center and potentially serve as the Acting Director should the need arise. The Chino Valley Independent Fire District offered their Deputy Chief to serve in this capacity. This was approved by the Admin Chiefs at their May 24 meeting. The cost for this service will be billed to CONFIRE by the CVIFD monthly. The cost could exceed \$100,000 which, under normal circumstances may require a formal procurement process (RFP). Given the nature of the need (unexpected) and the time constraints a formal process would require, it is most prudent for CONFIRE to accept the offer of assistance from one of its member agencies and procure these services accordingly.

	Signature	Print Name	Date
Submitted By:		Mike Bell	June 21, 2022
Fiscal:		Yvette Calimlim	June 21, 2022
Director:		Mike Bell	June 21, 2022
Admin Chair:		Dan Harker	June 28, 2022

Incomplete forms may result in Kissflow 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 CONFIRE JPA. May be a situation where the vendor has specific knowledge of the system, CONFIRE JPA premises, operations or requirements. May result in reduced expenses for training/maintenance and added efficiency. 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.</u></p> <p>Functional specifications – Meets performance and quality requirements; other products lack one or more of the required material specifications.</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.</p>
S E R V I C E	<p>Existing agreement – Essential in maintaining continuity of service. There is a significant cost benefit to CONFIRE JPA to stay with the vendor. <u>Example: To include new agencies in an ongoing contract.</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: For employee hours spent as CONFIRE Liaison</u></p> <p>Specialized credentials/expertise/training (replaces specialized services) – Meets requirements for certification, credentials, experience, expertise, training as requested.</p>
O T H E R	<p>Cooperative Purchase – Purchase made through cooperative purchasing website approved by The Board of Directors.</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 CONFIRE JPA.</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 CONFIRE JPA 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/Single source – Only one provider/supplier exists to fulfill CONFIRE JPA requirement.</p>