



**COUNTY OF MENDOCINO**  
**General Services Agency**  
Central Services Division

EB No. **24-92**

**Tim Hallman**  
ACTING DEPUTY CEO

**EXCEPTION TO COMPETITIVE BIDDING PROCESS**

**SOLE/SINGLE SOURCE PURCHASING, AND DISCLOSURE STATEMENT**

|                                                                 |                                              |                     |
|-----------------------------------------------------------------|----------------------------------------------|---------------------|
| <b>Request Date:</b>                                            | 2/9/2024                                     |                     |
| <b>Requesting Department:</b>                                   | Child Support Services                       |                     |
| <b>Contact Name:</b>                                            | Sarah Eggleston                              |                     |
| <b>Contact No.</b>                                              | Email: egglestons@mendocinocounty.gov        | Phone: 707-472-2833 |
| <b>Prior Sole Source Reference No.(s), if any:</b>              | Click or tap here to enter text.             |                     |
| <b>Description of Purchase or Service:</b>                      | Professional Child Support Attorney Services |                     |
| <b>Requested Vendor:</b>                                        | Kirk Gorman, Attorney at Law                 |                     |
| <b>Estimated Total Cost:</b><br>(Attach all written quotations) | \$156,000                                    |                     |

**OVERVIEW**

State and local laws subject Mendocino County to competitive bidding rules. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification (carefully documented on an 'Exception to Bidding' form) explaining the circumstances that make alternatives unacceptable.

Employees signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. County employees who have a business relationship with or financial interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Chief Executive Officer/Purchasing Agent or authorized designee will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

**Goods:** Departments must also note that the County must comply with competitive bidding on purchases of goods in the amount \$10,000 or more. This competitive bidding process is conducted solely by the General Services Agency/Central Services Division.

**Services:** Departments shall obtain competitive bids for personal and professional services contracts over \$25,000. If a department holds a contract between \$10,000 and \$25,000 for up to three consecutive years, said department shall obtain competitive bids for that contract before beginning the fourth year of said contract.

**INSTRUCTIONS:**

- Complete all relevant information and sections within the form.
- Provide full explanations, complete descriptions, and/or list all relevant reasons as requested.
- Sign and date the form.
- Improperly completed, and/or unsigned forms may be returned to the sender.
- Upload completed form to Cobblestone and route for additional approvals.
- County Counsel will forward to the Executive Office. The Executive Office will forward to General Services Agency (for service-related requests, submit prior to the initiation of the contract process; for the acquisition of goods/commodities, submit prior to the submission of a requisition).
- Reference Mendocino County Policy No. 1 and General Services Agency's Competitive Procurement Guidelines.

**Exception to Bidding Substantiation/Documentation****1. Select one of the following:**

- ☒ **Sole/single source procurement.** Sole Source is defined as a product or service which is practicably available only from one source. A single source is a source specifically selected amongst others, if any, due to specific reasons, i.e. replacement parts, compatibility, quality, service, support, etc.
- ☐ **Proprietary procurement.** A proprietary procurement restricts the product to that of one manufacturer. In such cases, the consideration of proposed equals is excluded. Competition may be obtained among the distributors which carry the specific product.

**2. Please check all applicable categories below and provide additional information where indicated to support the type of exception indicated in No. 1 above.**

- ☐ The requested product is an integral repair part or accessory compatible with existing equipment.  
 Existing Equipment: Click or tap here to enter text.  
 Manufacturer/Model Number: Click or tap here to enter text.  
 Age: Click or tap here to enter text.  
 Current Estimated Value: Click or tap here to enter text.
- ☐ The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- ☐ The County has standardized the requested product or service and the use of another brand/model would require considerable time and funding to evaluate.
- ☐ The requested product or service is one with which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- ☐ The requested product is used or demonstration equipment is available at a lower-than-new cost.
- ☐ Repair/Maintenance service is available only from manufacturer or designated service representative.
- ☐ Upgrade to or enhancement of existing software is available only from manufacturer.
- ☒ Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.
- ☒ Other factors (provide detailed explanation and substantiation in No. 3 below).

**3. Provide a detailed explanation and pertinent documentation for each category checked in item 2 above. Attach additional sheets if necessary:**

Child Support Services completed a Request for Proposal for professional child support attorney services in Spring 2023 (RFP # 009-23.) We received only one bid and entered into a one-year contract with Kirk Gorman, Attorney at Law, with the option to renew the contract for two additional one-year periods.

Kirk Gorman is a subject matter expert with more than eleven years of specialized experience in California Child Support legal matters. Mr. Gorman is knowledgeable, engaging, well-respected by our staff, and established a good working relationship with Mendocino County Superior Court and the Mendocino Child Support Commissioner.

**4. Was an evaluation of other equipment, products, or services performed? ☐ Yes ☒ No**

*If yes, please provide all supporting documentation, including copies of any quotes obtained, and an explanation below.*

Child Support Services received only one response to RFP 009-23 and recommended award of the contract based on a panel of three evaluators.

**5. List below the name of each individual who was involved in the evaluation, if conducted, and/or in making the recommendation to procure this product or service. Attach additional**

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**information, if necessary. Each individual must submit a completed and signed Disclosure Statement (attached).**

Robin Heller, Director of Child  
Support Services

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Leslie De Lapo, Child Support  
Supervisor

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Sarah Eggleston, CS Accounting  
Specialist

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6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

Sarah Eggleston 2/21/24

Signature / Date

Sarah Eggleston  
Printed Name

Child Support Services  
Department

Child Support Accounting Specialist  
Title

Robin Heller 2/21/2024

Department Head Signature / Date

Robin Heller  
Printed Name

## COUNTY COUNSEL/EXECUTIVE OFFICE/GENERAL SERVICES REVIEW

[Signature] 02/27/2024  
County Counsel Approval / Date

[Signature] 02/27/2024  
Executive Office Approval / Date

[Signature] 02/27/2024  
Purchasing Agent Approval / Date

### Comments:

Click or tap here to enter text.

**DISCLOSURE STATEMENT TO ACCOMPANY  
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

Each individual involved in evaluating and/or in making a recommendation to purchase must complete, sign, and submit a Disclosure Statement with the applicable Purchase Requisition. Filing an annual statement of economic interest does not exempt an employee from this requirement. (Attach additional information if necessary.)

1. Please list any income or gifts you received from this company during the past 12 months:  
N/A
2. Please list any financial interests (stocks, shares, investments, etc.) you have in this company:  
N/A
3. Do you have any other type of business relationship with this company?  
No.
4. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?  
No.
5. Do you or any of your near relatives have any financial interest in this company?  
No.
6. Please provide any additional information you believe should be disclosed at this time:  
N/A
7. I certify that the above information is true:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Robin Heller  
Printed Name

Director, Child Support Services  
Title

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No.
5. Do you or any of your near relatives have any financial interest in this company?  
No.
6. Please provide any additional information you believe should be disclosed at this time:  
N/A
7. I certify that the above information is true:

Leslie De Lapo  
Signature

02/21/2024  
Date

Leslie De Lapo  
Printed Name

Child Support Supervisor  
Title

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4. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?  
No
5. Do you or any of your near relatives have any financial interest in this company?  
No
6. Please provide any additional information you believe should be disclosed at this time:  
N/A
7. I certify that the above information is true:

Sarah Eggleston  
Signature

2/21/2024  
Date

Sarah Eggleston  
Printed Name

Child Support Accounting Specialist  
Title