

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

512



FORM APPROVED COUNTY COUNSEL  
DATE 4/26/11  
BY: *Mark Seller*  
LAKISA R. MCKENNA  
Departmental Concurrence

**FROM:** Department of Mental Health

**SUBMITTAL DATE:**  
4/27/11

**SUBJECT:** Approve the Sole Source Award for the Purchase of Parent-Child Interaction Therapy (PCIT) Equipment from Williams Audio

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve the sole source award to Williams Audio for \$38,783 for the purchase, installation and maintenance of PCIT related audio equipment as listed in Attachment "A";
2. Authorize the Riverside County Purchasing Agent to decrease and/or increase the sole source award for the purchase of additional PCIT Systems as needed for up to a combined aggregate amount of \$100,000 for all PCIT systems at approximately \$9,696 per system; and
3. Exempt the Riverside County Purchasing Agent from the future sole source requirement for the purchase, installation and maintenance of the PCIT equipment with Williams Audio in accordance with Riverside County Ordinance 459.4 and authorize the Purchasing Agent to annually renew the award through June 30, 2015.

**BACKGROUND:** As part of the awarded Proposition 10, Mental Health Initiative, Set-4-School Program Grant, the Riverside County Department of Mental Health (RCDMH) entered into partnerships with several school districts to provide viable school sites and/or locations to administer PCIT services as required by the aforementioned grant. **(Continued on Page 2)**

JW:KJA:SL

*Jerry Wengerd*  
\_\_\_\_\_  
Jerry Wengerd, Director  
Department of Mental Health

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$ 38,783	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/2011

**SOURCE OF FUNDS:** 25% Prop 10 and 75% MHSA

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

**County Executive Office Signature**

*Debra Cournoyer*  
\_\_\_\_\_  
Debra Cournoyer

Policy

Consent

Dep't Recomm.:  
Per Exec. Ofc.:

3.23

**SUBJECT:** Approve the Sole Source Award for the Purchase of Parent-Child Interaction Therapy (PCIT) Equipment from Williams Audio

**BACKGROUND: (Cont'd)**

Alongside this grant, the need to expand PCIT services to other areas of Riverside County, including the use of a mobile component, was identified by the community planning committee of the Mental Health Services Act (MHSA), Prevention and Early Intervention (PEI) plan received and filed by the Riverside County Board of Supervisors on January 26, 2010, Agenda Item 3.32. In order for each school site, location, or mobile vehicle to be viable for use by the RCDMH for PCIT services, they will need to be equipped with audio/visual equipment to enable the RCDMH clinicians to communicate with the parent, and record the therapy sessions as required by the PCIT curriculum.

On October 28, 2010, the RCDMH, through the Riverside County Purchasing Department, issued Request for Quote (RFQ) #MHARC-073 for the purchase, installation and maintenance of PCIT equipment. In addition, seventeen (17) vendors were sent email notifications to invite them to submit a quote. The RFQ closed on November 23, 2010, and Williams Audio was the only vendor to submit a quote. Subsequent to the bid closing, the Purchasing Department contacted some of the potential bidders in order to determine the reason why they did not submit a bid for this RFQ. The reasons for non-response cited by the potential bidders are as follows: 1) vendors were not familiar with this type of equipment being requested; 2) vendors did not feel they could meet the specifications of the equipment being requested; 3) vendors stated that the equipment specifications were unclear to them; 4) vendors stated that they were unable to provide services in this geographic region; and 5) vendors expressed that they were unable to submit a quote due to their time constraints. After careful consideration by Purchasing and RCDMH, it was determined that Williams Audio was a suitable and responsive bidder due to their past experience in the area of PCIT equipment sales and installation.

Therefore, the RCDMH is requesting that the Board of Supervisors approve the sole source award to Williams Audio for the purchase, installation and maintenance of the PCIT related audio and visual equipment.

**PERIOD OF PERFORMANCE:**

The sole source award with Williams Audio shall be effective upon execution by the Riverside County Board of Supervisors and will continue through June 30, 2011, renewed annually up to four (4) additional years, subject to the availability of funds.

**FINANCIAL IMPACT:**

The entire purchase, installation and maintenance of the applicable PCIT equipment, as outlined in Attachment "A", will be paid for using Prop 10 grant funds and MHSA PEI funds totaling \$38,783. No additional county funds are required.

**PRICE REASONABLENESS:**

The quote of \$38,783 for the purchase, installation and maintenance of four (4) complete PCIT Systems, with a one (1) year parts and labor warranty for all PCIT systems, with the exception of the warranty for the Panasonic Camera, which is three (3) years, is reasonable when compared to the equipment purchase and installation performed by other companies. One complete unit was purchased by a school district in September 2010 at a total of \$8,272, which did not include a maintenance or warranty package. Historically, RCDMH has purchased and owned all of the PCIT equipment used at our partnering locations.

**ATTACHMENT "A"**  
**RIVERSIDE COUNTY DEPARTMENT OF MENTAL HEALTH**  
**PCIT EQUIPMENT LIST**

Item Code	Name	Requested Brand	Alternative Brand	Unit Price	Qty	Unit	Total Price	Notes
880-11	High resolution digital color camera	Panasonic (or equal)	Panasonic (or equal)	\$1,411	4	each	\$5,643.00	Only one wall mount needed for classroom/office. No mounts required for RV's
880-11	Indoor Wall Mount	Panasonic (or equal)	Panasonic (or equal)	\$223	4	each	\$891.00	
880-11	Camera Controller	Panasonic (or equal)	Panasonic (or equal)	\$1,033	4	each	\$4,131.00	
880-11	Camera Controller - Increase in Price	Panasonic (or equal)	Panasonic (or equal)	\$246	4	each	\$982.00	See attached email
880-11	LCD flat panel 19-inch Monitor with Sound	Palco (or equal)	Vizio (or equal)	\$280	4	each	\$1,120.00	
880-11	DVD video recorder	Panasonic (or equal)	Panasonic (or equal)	\$149	4	each	\$596.00	
880-11	TOA mixer/ amplifier	Rolls Model (or equal)	Rolls Model (or equal)	\$285	4	each	\$1,140.00	
880-11	Time/date generator with battery backup	Kalatel (or equal)	Kalatel (or equal)	\$250	4	each	\$999.00	
880-11	TOA phantom microphone inputs	TOA (or equal)	N/A	\$0	8	each	\$0.00	
880-11	TOA balanced line driver	TOA (or equal)	N/A	\$0	4	each	\$0.00	
880-11	Crown high quality P2M microphones	Crown (or equal)	Crown (or equal)	\$161	8	each	\$1,284.00	
880-11	Heavy duty pan / tilt system	Palco (or equal)	N/A	\$0	4	each	\$0.00	
880-11	Control system	Palco (or equal)	N/A	\$0	4	each	\$0.00	
880-11	Mounting system	N/A	N/A	\$0	4	each	\$0.00	Part of SM-2 High Frequency Transmitter package
880-11	High frequency BTE receiver system	PhonicEar (or equal)	Telex SR-50	\$0	8	each	\$0.00	
880-11	High frequency FM transmitter	PhonicEar (or equal)	Telex SM-2	\$930	4	each	\$3,720.00	Each set includes 1 high freq. trans., 1 antenna, 2 belt pack receivers, 3 earbuds and 24 foam ear cushions
880-11	Two channel headphone amplifier system	Rolls Model (or equal)	Rolls Model (or equal)	\$210	4	each	\$840.00	
880-11	Single muff headset with microphone and muting system	Telex (or equal)	Telex (or equal)	\$214	4	each	\$856.00	
880-11	Set of miscellaneous wires, connectors (solder only), and antenna			\$100	4	each	\$400.00	
880-11	Equipment Cabinet		Midatlantic Slim 5 rack and enclosure	\$722	4	each	\$2,886.00	Special small space equipment rack, available in 12 colors to match RV interior. Standard equipment rack for classroom/office is \$440 (not suitable for RV)
880-11	Installation & Training			\$375	16	hours	\$6,000.00	
880-11	Electronic Waste Fee			\$16	4	Dollars	\$64.00	
880-11	Tax			\$558	4	Dollars	\$2,230.22	
880-11	Shipping, Handling, Storage and Delivery			\$0	4	Dollars	\$0.00	
880-11	<b>Total All Inclusive Cost for Four (4) Complete PCIT Systems</b>			<b>\$33,782</b>	<b>1</b>	<b>Dollars</b>	<b>\$33,782.22</b>	
880-11	<b>Total System Maintenance (w/ \$6,000 Contingency)</b>			<b>\$33,782</b>				
880-11	Delivery Time			21	1	DAYS	21	classroom/office PCIT delivery time is 10-12 days, RV PCIT is 14-21 days.

Date: December 7, 2010

From: Maria Mabey, Mental Health Assistant Director  
Department/Agency: Department of Mental Health

To: Mark Seiler, Assistant Director, Purchasing/Fleet Services

Subject: Sole Source Procurement Request for Proprietary Services with Williams Audio resulting from #RFQ MHARC-073

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

**Supply/Service being requested:** Parent/Child Interactive Therapy (PCIT) Equipment. Audio/Video equipment to be used to communicate and record therapy sessions as mandated by the Prop. 10, First 5, Set 4 School grant funding. See Attachment A for reference list of equipment. A maintenance contingency of \$5,000.00 has been added for all repairs related to PCIT equipment.

**Supplier being requested:** Williams Audio, was the only respondent to RFQ MHARC-073 issued in October of 2010.

**Alternative suppliers that can or might be able to provide supply/service:** No other vendors responded to the RFQ, although it is acknowledged that other vendors may be capable to provide this equipment, they were not able and/or willing to respond or provide the services outlined under this RFQ Procurement.

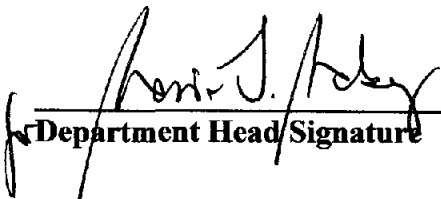
**Extent of market search conducted:** The RFQ was posted to the Public Purchase e-Procurement system utilized by Purchasing on October 28, 2010. This system notified every vendor registered for this commodity. In addition, 17 vendors were sent notification to invite them to submit a quote. The bid closed November 23, 2010 with only one vendor, Williams Audio, responding. Subsequent to the bid closing Purchasing contacted other potential bidders to determine the reason(s) they did not submit a bid for this project. Some of the reasons cited were: they were not familiar with this type of equipment, did not feel they could meet the specifications, specifications were unclear, unable to provide services in this geographic region and they were unable to submit quote due to time constraints.

**Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The PCIT equipment requirements uses individual, standard, and off the shelf equipment. The equipment is installed in a very specific and customized manner dependent upon individual customer requirements and variations in site structure and/or layout. If an inexperienced contractor attempted to install this system and did not install it completely and correctly, the system may not operate according to the needs of the customer and would not be usable for PCIT purposes. This would result in the equipment not being certified by the PCIT program.

**Reasons why my department requires these unique features and what benefit will accrue to the county:** PCIT uses a one-way mirror to monitor and record parent/child interaction. The Clinicians coaches the parent throughout the session and is able to communicate via this equipment. The session is also video taped for future review and evaluation.

**Price Reasonableness:** The price per location is \$9,696, which includes an annual maintenance agreement and has been determined to be within normal limits compared to other site installations performed by other companies in other instances completed to date. One complete unit was purchased in September 2010 at a total of \$8,272, which did not include a maintenance package. **The total cost for the four (4) PCIT Systems, which includes the equipment, installation, training and maintenance, is \$38,782.47 per fiscal year.** Historically RCDMH has purchased and owned all of the PCIT equipment used at our partner locations.

**Does moving forward on this product or service further obligate the county to future similar contractual arrangements?** No

  
Department Head/Signature

3-30-11  
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

  
Purchasing Agent

4/4/2011  
Date