

July 5, 2022

C-11

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Receive and file Contract No. 36227 with the Illumination Foundation, of Orange, CA, to provide operation services of the Project Roomkey program, a 47-unit property located at 1500 E Pacific Coast Hwy that is currently being used as interim housing for people experiencing homelessness and in a COVID-19 high-risk category, in a total amount not to exceed \$412,807 from April 1, 2022 through June 30, 2022, made pursuant to Chapters 2.69 and 2.85 of the Long Beach Municipal Code (LBMC) and in response to the proclaimed emergency for COVID-19. (Citywide)

DISCUSSION

On March 17, 2022, the City selected the Illumination Foundation as the awarded entity under Request for Proposal (RFP) No. HE22-018 to serve as the operator for the property currently used as interim housing for people experiencing homelessness who are in a COVID-19 high-risk category. On April 11, 2022, the City of Long Beach (City) entered into agreement (No. 36227) with Illumination Foundation for term beginning April 1, 2022 through June 30, 2022.

RFP HE22-018 was advertised in the Long Beach Press Telegram on January 27, 2022 and 860 potential proposers specializing in property management were notified of the RFP opportunity. Of those proposers, 44 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 41 local, minority-owned, and women-owned business groups. There were two proposals received on February 28, 2022. Of those two proposals, one was a Minority-owned Business Enterprise (MBE), none were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and none were a Long Beach vendor (Local). The selection committee determined that Illumination Foundation of Orange, CA (MBE), was the most qualified firm to provide the services.

The proposals received were reviewed by a committee comprised of Continuum of Care board members and Department of Health and Human Services staff. Of the two proposals received, the committee determined that Illumination Foundation's proposal was more thorough and clearer on its outline regarding service implementation, outlined

processes that were more respectful of client confidentiality, and provided examples of their ability to provide integrated services, service linkages, and ability to house clients.

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 41 Long Beach vendors were notified to submit proposals, of which five downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

On March 10, 2020, the City Council recognized that an emergency existed and unanimously passed a Resolution ratifying the City Manager's Proclamation of a Local Emergency and the Public Health Officer's Declaration of Local Health Emergency due to the COVID-19 pandemic. Pursuant to LBMC Chapters 2.69 and 2.85, the City Manager has the authority to approve purchases of up to \$1,000,000 for goods or services related to a proclaimed emergency. In addition, in approving a request related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) on July 14, 2020, the City Council designated all associated programs to be considered as part of the proclaimed emergency with respect to requests for procurement and contracting.

The scope and magnitude of the response was necessary to slow the spread of and combat COVID-19, including the Omicron variant, in Long Beach and was beyond the control of the services, personnel, equipment, and facilities of City staff.

This matter was reviewed by Deputy City Attorney Anita Lakhani on June 15, 2022, Purchasing Agent Michelle Wilson on June 1, 2022, and by Budget Analysis Officer Greg Sorensen on June 16, 2022.

TIMING CONSIDERATIONS

City Council action to receive and file Contract No. 36227 is requested on July 5, 2022, to ensure there is no interruption of services.

EQUITY LENS

The City has incorporated the Equity Toolkit in this recommendation, as requested by the City Council on April 21, 2020. Illumination Foundation was selected in accordance with procurement procedures. Additionally, the services provided will assist people experiencing homelessness in Long Beach who are at increased vulnerability for COVID-19 exposure by providing quality shelter services in a non-congregate shelter model.

FISCAL IMPACT

The contract amount with Illumination Foundation will not exceed \$412,807 for the period of April 1, 2022 to June 30, 2022. Sufficient funds are appropriated in the Health Fund Group in the Health and Human Services Department. Expenses for this service are offset by grant funding from the California Department of Social Services made available through Los Angeles County. Any indirect costs that might not ultimately be eligible for grant funds will be funded by the Health Operating Fund, General Fund, or other eligible grant funds. This recommendation has minimal staffing impact beyond the normal budgeted scope of duties and is consistent with City Council Priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER