

September 12, 2023

C-15

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HE-23-237 and award a contract to the April Parker Foundation, Inc., of Long Beach, CA, for certified life coaching services and individualized case management to participating opportunity youth, in a total annual amount not to exceed \$271,488, for a period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments.
(Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with the April Parker Foundation, Inc., for the delivery of certified life coaching and individualized case management services to participating opportunity youth as part of the Futures First program. The Futures First Program is a work skills and personal development program which strives to integrate spaces for opportunity youth, young people ages 16 to 24 who are not working and/or not in school and as a result have the most opportunity for connection to services, to make life decisions more effectively by providing youth with links to essential life skills, learning, and supportive services as they pursue an education/career pathway.

A Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on March 23, 2023, and 24 potential proposers specializing in life coaching and case management were notified of the RFP opportunity. Of those proposers, 11 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 44 local, minority-owned, and women-owned business groups. There was one proposal received on May 11, 2023. The proposer was a Minority-owned Business Enterprise (MBE), a Women-owned Business Enterprise (WBE), and a Long Beach vendor (Local). The selection committee determined that the April Parker Foundation, Inc., of Long Beach, CA (MBE, WBE, Local), was the most qualified firm to provide the services.

The April Parker Foundation's proposal was reviewed by the selection committee that included four key City staff, three from the Health and Human Services Department and one from Pacific Gateway. This organization was chosen based on its demonstrated

capacity and experience, communication and reporting plan, strong method of approach, commitment to racial equity, and the reasonableness of the cost of its proposal.

Local Business Outreach

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 Long Beach Buys database to download RFP specifications. Through outreach, 14 Long Beach vendors were notified to submit proposals, of which 5 downloaded and 1 submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Anita Lakhani on August 22, 2023, Purchasing Agent Michelle Wilson on August 21, 2023, and by Budget Analysis Officer Greg Sorensen on August 24, 2023.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HE-23-237 and award a contract concurrently is requested on September 12, 2023, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$271,488. Sufficient funds are currently budgeted in the Health Fund Group in the Health and Human Services Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for two full-time vendor employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER