



Legislation Text

File #: 19-0501, **Version:** 1

Recommendation to adopt Specifications No. RFQ HE18-099, and award contracts to 51 vendors, for as-needed on-call public health and human services, in an annual aggregate amount of \$4,100,000, with a 15 percent contingency in the amount of \$615,000, for a total annual aggregate amount not to exceed \$4,715,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager.
(Citywide)

City Council approval is requested to enter into contracts with 51 community organizations, consultants, and agencies to provide as-needed public health and human services support. A list of all the vendors are provided in Attachment A. The Health and Human Services Department (Health Department) is seeking support across 31 different programmatic and technical categories including case management, community engagement and training, developing educational materials, strategic planning, translation and language interpretation, and quantitative data collection and analysis.

A collection of qualified, readily available vendors with the appropriate skillsets and subject-matter expertise will provide public health programming and/or content-specific technical assistance. Consultants and City staff will agree on each project's scope of work and compensation prior to initiating any work. Departments utilizing this on-call list include the Health, Development Services, and Parks, Recreation, and Marine Departments.

A Request for Qualifications (RFQ) was advertised in the Long Beach Press-Telegram on May 4, 2018. In addition, 5,538 potential proposers specializing in programmatic and technical public health competencies received notification of the RFQ opportunity. An insufficient number of responses was received and the RFQ was reissued on November 11, 2018 in an effort to increase participation. Of those 5,538 potential proposers, 142 downloaded the RFQ via the City's electronic bid system. The RFQ document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing <<http://www.longbeach.gov/purchasing>>. An RFQ Announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 27 local minority and women-owned business groups. Fifty-five (55) Statements of Qualifications (SOQs) were received by December 19, 2018. Of those respondents, four (4) were Minority-owned Business Enterprises (MBEs), Seven (7) were Women-owned Business Enterprises (WBE), 11 were certified Small Business Enterprises (SBEs), and 27 were Long Beach businesses (Local).

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit SOQs for City contracts. The Purchasing Division also assists businesses with

registering on the PlanetBids database to download the RFQ specifications. Through outreach, 76 Long Beach vendors were notified to submit SOQs, of which 49 downloaded and 27 submitted SOQs. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

The selection committee evaluated the 55 SOQs submitted and determined that 51 agencies, community organizations, and consultants were qualified to develop, coordinate, implement, and/or evaluate impactful public health and human service programs and/or provide technical assistance. Please see the list of recommended agencies in Attachment A.

This matter was reviewed by Deputy City Attorney Gary J. Anderson on April 15, 2019, Purchasing Agent Tara Yeats on April 18, 2019, and by Budget Analysis Officer Julissa José-Murray on April 25, 2019.

City Council action to adopt Specifications No. RFQ HE18-099 and award contracts concurrently is requested on May 21, 2019 to ensure the contracts are in place expeditiously.

The award of contracts for as-needed public health and human service programs will not exceed \$4,715,000 annually, inclusive of contingency. The contract authority is based on currently appropriated and anticipated need. Any work not currently budgeted will only proceed at such time that appropriations have been approved by City Council. Funding for these services will be covered by a combination of sources, including philanthropic and government grants, fees, and other general funding sources as they become available and appropriated for projects. This action will result in minimal impact to staff hours beyond the normal budgeted scope of duties. The number of additional local jobs associated with this recommendation is unknown until as-needed services occur.

Approve recommendation.

KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:

PATRICK H. WEST
CITY MANAGER