

C-35

November 17, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HE20-060 and award contracts to First Rate Staffing Corporation, of Santa Fe Springs, CA, and Mynela, LLC, of Gardena, CA, to provide temporary shelter staffing services for human and social services programs in the Department of Health and Human Services, in an annual aggregate amount not to exceed \$1,500,000, for a one-year period, 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 contracts, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with First Rate Staffing Corporation and Mynela, LLC, for as-needed temporary staffing services. The City of Long Beach Department of Health and Human Services (Health Department) intends to utilize temporary staffing services to sustain shelter and isolation and quarantine activities to mitigate the challenges presented by the COVID-19 pandemic.

RFP HE20-060 was conducted in accordance with emergency procurement procedures established in Long Beach Municipal Code (LBMC) 2.85.040, and 419 potential proposers specializing in temporary shelter staffing services were notified of the RFP opportunity. Of those proposers, 25 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. Four proposals were received on July 17, 2020. Of those four proposers, one was a Minority-owned Business Enterprise (MBE), one was a Women-owned Business Enterprise (WBE), one was a certified Small Business Enterprise (SBE), and none were Long Beach businesses (Local). The selection committee determined that First Rate Staffing Corporation, of Santa Fe Springs, CA (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide temporary staffing at homeless shelters, and Mynela, LLC, of Gardena, CA (WBE, SBE), was the most qualified firm to provide temporary staffing at isolation and quarantine sites (IQS). Selection of these agencies was based on their competence, extensive history of successful comparable engagements, demonstrated training, knowledge and expertise of key personnel, and reasonableness of cost.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on October 15, 2020, Deputy Finance Director Sandy Tsang-Palmer on October 9, 2020, and by Budget Analysis Officer Julissa José-Murray on October 23, 2020.

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TIMING CONSIDERATIONS

City Council action to adopt specifications No. RFP HE20-060 and award contracts concurrently is requested on November 17, 2020, to ensure the contracts are in place expeditiously to provide services without interruption.

EQUITY STATEMENT

The City has incorporated the Equity Toolkit into this recommendation as requested by the City Council on April 21, 2020. This recommendation will assist people experiencing homelessness in Long Beach who are at increased vulnerability for COVID-19 exposure and those that need isolation and quarantine due to the pandemic.

FISCAL IMPACT

The total amount of the agreements with First Rate Staffing Corporation and Mynela, LLC, will not exceed the annual aggregate amount of \$1,500,000, for a one-year period. Sufficient funds are appropriated in the Health Fund Group in the Health and Human Services Department.

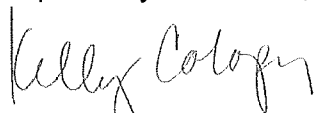
Expenses for homeless shelters are offset by grants from the U.S. Department of Housing and Urban Development, for which there is no City match of funds required and no impact to the General Fund. Eligible Expenses for IQS are anticipated to be offset by reimbursements from the Federal Emergency Management Agency (FEMA), for which there is a 25 percent match of funds required. This FEMA match is comprised of a combination of sources depending on the population served. FEMA match for people experiencing homelessness is offset by a grant from the California Business, Consumer Services and Housing Agency Homeless Coordinating and Financing Council (HCFC). FEMA match for people not experiencing homelessness but in need of isolation or quarantine due to the pandemic will be offset by funds available in the Health Fund.

This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing 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