



Office of the City Manager

CONSENT CALENDAR

December 17, 2013

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: Scott Ferris, Director, Parks Recreation & Waterfront Department

Subject: Contract: Gibson & Associates for Quality Assurance Program for
Community Agency Contracts

RECOMMENDATION

Adopt a Resolution authorizing the City Manager and her designee to execute a contract and any amendments with Gibson & Associates for evaluation and technical assistance support in developing a quality assurance program for youth-serving contractors receiving City funds in an amount not to exceed \$150,000 over a period of two years, beginning January 1, 2014.

FISCAL IMPACTS OF RECOMMENDATION

During the biennial budget process for FY 2014 and 2015, Council authorized \$174,616 over a two year period for this work (Resolution No. 66,237-N.S.) The following budget code will be used to cover the costs associated with this contract: 010-5801-450-3038. CMS No. MWDNE.

CURRENT SITUATION AND ITS EFFECTS

In the Fall of 2013, the City conducted a competitive RFP process to obtain proposals to provide evaluation and technical assistance support in developing a quality assurance program for youth-serving contractors receiving City funds (Bid Specification 14-10722-C). Per City guidelines, the City is required to conduct competitive RFP processes for contracts that are more than \$50,000 in order to get the best level of services at a competitive price. On October 3, 2013, the City received five qualified proposals. A review panel comprised of City staff and Children, Youth, and Recreation Commissioners was convened by City staff to review the proposals. Based on the review, the panel identified the top three proposals and invited each of those bidders to present in person to the panel their approach in working with community agencies. Based on the proposal review, the in-person presentations, as well as a comprehensive and detailed check of references, Gibson & Associates was determined to be the most responsive proposal to the requirements specified by the RFP. City staff therefore recommends approval of a contract with Gibson & Associates for evaluation and technical assistance support in developing a quality assurance program.

BACKGROUND

For many years, the City of Berkeley has distributed federal Community Development Block Grant (CDBG) funds and local City funds totaling over \$7 million per year to over fifty community service organizations through a two-year funding allocation process called the **Community Agency Contract Process**. In 2011, the City modified its allocation process for those organizations that specifically serve youth (20 agencies) in order to support the work of **2020 Vision** ([http://cityofberkeley.info/Parks_Rec_Waterfront/Home/2020_Vision_for_Berkeley_s_Children_Youth_\(Home\).aspx](http://cityofberkeley.info/Parks_Rec_Waterfront/Home/2020_Vision_for_Berkeley_s_Children_Youth_(Home).aspx)), a city-wide initiative to close the academic achievement gap in Berkeley's public schools. **2020 Vision** is focused on closing the gap with respect to eight key indicators: Kindergarten Readiness, Proficiency in Reading by the 3rd Grade, Successful Completion of 9th Grade Math Standards, Attendance, Disproportionality in Suspensions & Police Contacts, College and Career Readiness, and Student Engagement. During the recent funding allocation process, the City found that the youth-serving agencies, City staff, and the review panel (the City's Children, Youth, and Recreation Commission (CYRC)), are in need of technical assistance to be more responsive to the **2020 Vision** and other City priorities, as they emerge, which includes an improved ability to develop and monitor indicators of program success. The City also found that a third-party evaluation of program quality of current grantees, and technical assistance for grantees on strategies for increasing their evaluation capacity, is needed. On April 30, 2013, the CYRC submitted a [white paper](http://cityofberkeley.info/Clerk/City_Council/2013/04Apr/Documents/2013-04-30_Item_48_Allocations_of_FY_2014-2015.aspx) to the City Council that outlined their funding and evaluation recommendations (http://cityofberkeley.info/Clerk/City_Council/2013/04Apr/Documents/2013-04-30_Item_48_Allocations_of_FY_2014-2015.aspx; Attachment 6, Exhibit B).

On May 7, 2013, during the biennial budget adoption process, City Council allocated \$174,616 for FY 2014 and 2015 for evaluation and technical assistance support for the City's grant making process to youth-serving agencies (Resolution No. 66,237-N.S.) In October of 2013, the City conducted a competitive RFP process to obtain the services of a contractor for evaluation and technical assistance support in developing a quality assurance program for community agency contracts. After a review of five qualified respondents to the RFP, a review panel determined that Gibson & Associates was the most responsive contractor to the RFP process.

RATIONALE FOR RECOMMENDATION

Gibson & Associates is a consulting firm based in Oakland, CA that has a long-term record of providing high quality consulting services to build the capacity of public agencies and non-profit organizations in strategic planning, evaluation, grant development and in the design of new systems (including RFPs). Through a competitive RFP process conducted in the Fall of 2013, a review panel determined that Gibson & Associates was the most responsive contractor to the RFP process.

CONTACT PERSON

Scott Ferris, Director, Parks Recreation & Waterfront, 981-6711
Tanya Moore, Youth Services Coordinator, 981-6705

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: GIBSON & ASSOCIATES FOR QUALITY ASSURANCE PROGRAM
FOR COMMUNITY AGENCY CONTRACTS

WHEREAS, on May 7, 2013, during the biennial budget adoption process, City Council allocated \$174,616 for FY 2014 and 2015 for evaluation and technical assistance support for the City's grant making process to youth-serving agencies (Resolution No. 66,237-N.S.); and

WHEREAS, per City guidelines, the City is required to conduct competitive RFP processes for contracts that are more than \$50,000 in order to get the best level of services at a competitive price; and

WHEREAS, in Fall of 2013, the City conducted a competitive RFP process to obtain the services of a contractor for evaluation and technical assistance support in developing a quality assurance program for community agency contracts (Bid Specification 14-10722-C). On October 3, 2013, the City received five qualified proposals. A review panel comprised of City staff and Children, Youth, and Recreation Commissioners was convened by City staff to review the proposals. After a review of five qualified respondents to the RFP, as well as a comprehensive and detailed check on references a review panel determined that Gibson & Associates was the most responsive contractor to the RFP process; and

WHEREAS, the following budget code will be used to cover the costs associated with this contract: 010-5801-450-3038. CMS No. MWDNE.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager and her designee are hereby authorized to execute a contract and any amendments with Gibson & Associates for evaluation and technical assistance support in an amount not to exceed \$150,000 over a period of two years, beginning January 1, 2014. A record signature copy of said contract will be on file in the Office of the City Clerk.