



Office of the City Manager

RECESS ITEM
CONSENT CALENDAR
 April 29, 2014

To: Honorable Mayor and Members of the City Council
 From:  Christine Daniel, City Manager
 Submitted by: Jane Micallef, Director, Health, Housing & Community Services Department
 Subject: Contract: Focus Strategies for Homeless Coordinated Entry System Planning

RECOMMENDATION

Adopt a Resolution ratifying the action taken by the City Manager during recess to enter into a contract for \$74,667 with Focus Strategies, a consulting firm that will assist the City in planning for a homeless Coordinated Entry System.

NEGATIVE EFFECT IF ACTION IS DELAYED UNTIL AFTER COUNCIL RECESS

This planning process culminates in the development of revised tools and criteria for evaluating homeless proposals submitted as part of the next community agency Request for Proposal Process (RFP). Since the next RFP will be released in November 2014, consultants need adequate time to engage stakeholders in a thorough planning process and report back to Council.

FISCAL IMPACTS OF RECOMMENDATION

On June 25, 2013 as part of the City's FY2014 budget, City Council allocated \$74,667 in General Funds (Budget Code 010-9703-410-3510) to hire consultants to assist staff in the Health, Housing and Community Services Department to plan for a future Homeless Coordinated Entry System. The contract with Focus Strategies (CMS No. XB8RB) will utilize up to the full amount set aside for this purpose.

CURRENT SITUATION AND ITS EFFECTS

As part of the latest two-year community agency Request for Proposal process, City Council approved a recommendation by the City Manager and the Homeless Commission that funding be set aside to hire consultants to support the development of a homeless Coordinated Intake/Assessment system in Berkeley. City Council approved the use of \$74,667 in General Funds on June 25, 2013 for this purpose. Competing Departmental priority projects led to a delay in releasing the RFP for consultants. On March 3, 2014 the City released a Request for Proposals (Specification No. 14-10823-C, Attachment 3) for consultants to lead the Homeless Coordinated Intake and Assessment Planning process. Two consulting agencies, Focus Strategies and Resource Development Associates, submitted proposals on March 24, 2013. On March

26, 2013 a panel consisting of City staff and the Executive Director and Associate Director of two major homeless agencies in Berkeley reviewed the proposals and agreed unanimously to recommend awarding a contract to Focus Strategies.

BACKGROUND

As part of the most recent community agency Request for Proposal process, both the Homeless Commission and the City Manager recommended funding to support the development of a Coordinated Intake/ Assessment program in Berkeley that is part of a larger County-wide effort. The recommendation was in part a response to new requirements by the federal Department of Housing and Urban Development (HUD). HUD regulations governing the Homeless Continuum of Care funding which became effective in August 2012, require that each Continuum of Care (CoC) establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of all homeless clients for housing and services. Non-compliance with this HUD requirement would jeopardize nearly \$25 million a year in federal funding for homeless programs in Alameda County.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The panel which reviewed the two proposals submitted in response to the RFP unanimously chose Focus Strategies for two main reasons. First, Focus Strategies will work for less than half that which Resource Development Associates proposed. Second, Focus Strategies will employ four consultants who have all worked on homeless issues in Alameda County for many years, including initiating and leading the Homeless Continuum of Care planning process. RDA has no recent experience in implementing homeless research and planning projects; 2003 was the last homeless project they undertook. Focus Strategies is imminently qualified and much more affordable.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Kristen Lee, Community Services Specialist III, Health, Housing & Community Services Department, 981-5427

Attachments:

1: Resolution

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

CONTRACT: FOCUS STRATEGIES FOR HOMELESS COORDINATED ENTRY
SYSTEM PLANNING

WHEREAS, the Federal Department of Housing and Urban Development regulations require the development of a coordinated intake/ assessment for homeless programs in order to continue to receive HUD funding; and

WHEREAS, on June 25, 2013 as part of the City's FY2014 budget, City Council allocated \$74,667 in General Funds (Budget Code 010-9703-410-3510) to hire consultants for this purpose; and

WHEREAS, on March 3, 2014 the City released a Request for Proposals (Specification No. 14-10823-C) for consultants to lead a Homeless Coordinated Intake and Assessment Planning process in Berkeley; and

WHEREAS, two firms, Focus Strategies and Resource Development Associates responded to the RFP; and

WHEREAS, Focus Strategies' consultants are highly skilled and experienced, and the firm was the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Council ratifies the action taken by the City Manager during recess to enter into a contract and any resultant agreements and amendments up to \$74,667 with Focus Strategies (CMS No. XB8RB), a consulting firm that will assist the City in planning for a homeless Coordinated Entry System. A record contract of said contract and any amendments are on file with the Office of the City Clerk.

