

# Agenda Report

**DATE:** April 28, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: APPROVAL OF INCREASE TO PURCHASE ORDER 55608 WITH  
BLAIS & ASSOCIATES INC FOR GRANT WRITING PROFESIONAL  
SERVICES**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize an increase to Purchase Order number 55608 with Blais & Associates Inc. in the amount of \$24,999, thereby increasing the not to exceed amount from \$74,999 to \$99,998 for grant writing professional services;
2. Grant the proposed increase an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance, pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served

**BACKGROUND:**

Blais & Associates Inc. was first contracted in July 2011 to research, prepare and write grants for Pasadena Public Health Department to increase and sustain revenue and community services. Currently Blais & Associates has PO #55608 in place in the amount of \$74,999 for Fiscal Year 2014. This Purchase Order was approved with an exemption from competitive selection based on best interests of the City being served. Blais & Associates was selected based on the company's knowledge and experience of municipal government grants. Services from this company align with the strategic planning process of the Pasadena Public Health Department to increase and diversify revenue sources. At this time it is necessary to increase the existing purchase order by \$24,999 to maintain services for the remainder of FY14. New funding opportunities have been presented, which may generate more revenue for the Department.

The return on investment with Blais & Associates Inc. to date has been 22:1. Blais & Associates Inc. was successful in working with PPHD to obtain \$2,521,494 in new grant funding through the five grants listed below.

1. HHS/HRSA Building a Medical Home for Multiply Diagnosed HIV Positive Homeless Populations for \$1,497,156
2. FDA Pasadena Food Inspection Tablet Project for \$300,000
3. HHS/SAMHSA System of Care Expansion Planning Grant \$215,122
4. Los Angeles County Department of Public Health: Choose Health LA Kids for \$389,216
5. The California Wellness Foundation for \$120,000

**COUNCIL POLICY CONSIDERATION:**

This action by City Council aligns with the City Council's Strategic Plan goal to maintain financial responsibility and stability as well as the Public Health Department goal to increase and diversify revenue sources.

Authorize Increase to PO 55608 for Blais & Associates Inc

April 21, 2014


Page 3 of 3


**FISCAL IMPACT:**

This action will increase PO #55608 with Blais & Associates Inc. by \$24,999. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account 8114-203-561000. It is anticipated that \$99,998 of the cost will be spent during the current fiscal year. Indirect and support costs such as maintenance and IT support will not be impacted by this action.

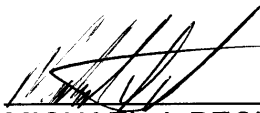
Prepared by:

Respectfully submitted by:

  
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Approved by:

  
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