



Agenda Report

December 12, 2016

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: CONTRACT AWARD TO BLAIS & ASSOCIATES FOR GRANT WRITING SERVICES FOR THE PUBLIC HEALTH DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council

- 1 Find that the proposed action is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3), as it will not have a potentially significant environmental effect and, therefore, falls under the "general rule" exemption, and
- 2 Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002 (F), contract for professional or unique services with Blais & Associates for grant writing services in an amount not-to-exceed \$93,600 for two years, inclusive of one option for a one-year period, in an amount not-to-exceed \$46,800, subject to the approval of the City Manager. If the option is exercised, the total contract value is \$140,400

BACKGROUND:

With a \$12.1 million budget and nearly 80 full-time equivalent employees, the Pasadena Public Health Department ("Department"), offers thirty eight health programs and services ranging from nutrition education to communicable disease prevention. Approximately 60 percent of the department budget is funded by federal, state, county, or foundation grants. The availability of grant funds varies each year, and while several grant funders offer consistent support, the Department relies on new grant opportunities to support current and new programs, and to shift the focus on changes in local public health programming.

To offer public health programs aligned with the Department strategic plan, the Department relies on professional consulting support to effectively compete for grant funding applications required to provide new programs or expand the scope and reach

of current programs in public health areas such as substance abuse, mental health, nutrition, chronic disease prevention, communicable disease prevention, and environmental health

On August 31, 2016, a Request for Proposal (RFP) was published on Planet Bids and posted on the City of Pasadena website, which generated notices to 1,633 vendors. Of the 34 vendors who downloaded the RFP, six were Pasadena businesses. Eight proposals were received on the RFP due date, September 14, 2016.

The RFP requested proposals for professional grant writing services to research and prepare competitive proposals for funding opportunities aligned with Department goals and objectives for providing health and health-related services to the greater Pasadena community. The Department assigned three individuals to act as the proposal review committee. Of the eight proposals submitted, two were identified to be local (Pasadena-based) businesses. During the preliminary proposal review being conducted by the proposal review committee, one of the proposals, Judith Norman was deemed non-responsive for failing to including all of the requested information noted in the RFP instructions.

The proposal review committee evaluated and scored the proposals based on the criteria established in the RFP, including project understanding, project approach, staffing of the project, experience in applying for and being awarded grant funding for public health programs, and cost effectiveness which included criteria for Pasadena local business and certified small/micro businesses. Each proposal was graded on a 100 point scale. The proposal review committee held in person interviews with the three agencies with the highest scores (Blais & Associates, Evan Brooks Associates, and Resource Development Associates).

Following the complete evaluation process, the proposal review committee assigned the scores accordingly, with Blais & Associates receiving the overall highest score.

Blais & Associates is recommended for award of the proposed contract, based upon the overall scoring in the proposal, and the subsequent presentation provided to the review committee. Blais & Associates is located at 7545 Irvine Center Drive, Suite 200, Irvine, CA 92618 and has provided grant writing services to the Pasadena Public Health Department since January 2012 through annual purchase orders. Since 2012, the return on investment for grant writing activities performed by Blais & Associates has been 27 to 1, resulting in nearly \$7.2 million in grant awards for the Department.

The proposed contract is for two years with an option to extend at the same cost, terms and conditions for one additional year at the sole discretion of the City Manager.

Proposer	Project Understanding	Project Approach	Staffing/Ability to Perform	Experience	Best Value/Cost Effectiveness	Local Pasadena Business	Small/Micro Business	Total Score
Blais & Associates	14.7	24.3	14.3	14.3	19.3	0	0	87
Evan Brooks Associates	14.7	24.3	10.3	9.33	14	5	5	82.67
Resource Development Associates	14.7	24.3	14.3	12.3	12	0	5	82.67
California Consulting	14	19	12	10.7	17	0	0	72.67
Judith Norman	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arroyo Associates	14	17	10.3	10	11	5	5	72.33
Vickers	13	18	8.67	6.67	15.3	0	0	61.67
Ramsay	7.67	11	6.67	6.67	9.33	0	0	41.33

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's strategic plan goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

It is anticipated that a maximum of \$46,800 will be spent in any single fiscal year. Sufficient funds are budgeted and available in the FY 17 Health Administration account 20323010-811400. The maximum three year term shall not exceed \$140,400 without prior approval of City Council and written amendment of the contract. This activity is budgeted in the Health Fund in "Other Contracted Services" account 20323010-811400.

Respectfully submitted,



MICHAEL JOHNSON
Director
Public Health Department

Approved by



STEVE MERMELL
City Manager

Attachment
Attachment A- Taxpayer Protection Amendment