



# Agenda Report

March 5, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 30788 WITH BLAIS & ASSOCIATES TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$79,600 FROM \$140,400 TO \$220,000 FOR GRANT WRITING SERVICES FOR THE PUBLIC HEALTH DEPARTMENT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Authorize the City Manager to amend Contract No. 30788 with Blais & Associates to increase the contract amount by \$79,600, thereby increasing the total not-to-exceed amount from \$140,400 to \$220,000; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to P.M.C. Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

The Pasadena Public Health Department ("Department") contracts with Blais & Associates for grant writing services. The original contract was authorized by City Council on December 12, 2016, following a competitive selection process through a Request for Proposals. The contracted services include researching and preparing competitive proposals for funding opportunities aligned with Department goals and objectives for providing health and health-related services to the greater Pasadena

community. The original contract was for a two year term through June 2019 with an option to extend the term for one year subject to approval of the City Manager. The total contract value was approved for \$46,800 per year for a total contract amount of \$140,400. The Department has expended \$76,266 since June 2017.

The current contract is the latest engagement but Blais & Associates has provided grant writing services to the Department since January 2012. Overall, the return on investment for grant writing services performed by Blais & Associates is \$37 to \$1, resulting in \$13.5 million dollars in grant awards for the Department.

Since June 2017, Blais & Associates has prepared four successful grant applications resulting in \$6,269,277 in new grant funding. The awards were received from the Substance Abuse and Mental Health Services Administration (SAMHSA), Health Resources and Services Administration (HRSA), Safe Neighborhoods and Schools Act (Proposition 47), and Proposition 56 Local Oral Health Program. Two additional grant applications prepared by Blais & Associates are currently being considered by funders for senior and youth mental health services and youth violence prevention.

The availability of funding opportunities during this period has necessitated Blais & Associates services more than expected, leading to this request for an increase in the overall contract amount. Staff recommends increasing the contract to continue working with the consultant on additional grant opportunities for the City of Pasadena.

**COUNCIL POLICY CONSIDERATION:**

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

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization of a contract amendment for grant writing services is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

It is anticipated that up to \$100,000 of the contract value will be spent in FY2018 and up to \$60,000 will be spent in FY2019. If the optional third year is exercised, it is anticipated that the Department would expend up to \$60,000 in FY2020. Sufficient funds are budgeted and available in the FY2018 Health Administration account (20323010-811400) as a result of salary savings from vacant positions in the Department. If approved, expenditures for this contract shall not exceed \$220,000 without prior approval of the City Manager and written amendment of the contract.

Respectfully submitted,



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