



Agenda Report

October 19, 2020

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO CONTRACT WITH BLAIS & ASSOCIATES, INC. FOR GRANT WRITING SERVICES IN AN AMOUNT NOT TO EXCEED \$303,450

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is not subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378; as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Blais & Associates, Inc. for grant writing services for three years for an amount not to exceed \$182,070 with the option of two one-year extensions at \$60,690 each year, subject to the approval of the City Manager, for a maximum contract term of five years and a total not-to-exceed contract value of \$303,450.

BACKGROUND:

Pasadena Public Health Department (PPHD) uses contracted grant writing services to research and prepare proposals for funding opportunities aligned with the PPHD's goals and objectives for providing public health and related services to the Pasadena community. Specifically, these services include researching and identifying grant opportunities that meet PPHD's vision and goals as well as preparing competitive proposals from initial brainstorming to submitting a completed application.

On May 5, 2020, a Request for Proposals for Grant Writing Services was posted on PlanetBids generating notices to 2,225 registered vendors. Fifty-five of the vendors were identified as prospective vendors for the type and scope of work in the

specification; seven of the vendors were local. Forty vendors downloaded the Request for Proposals documents and six submitted responsive proposals.

PPHD selected an evaluation panel of staff to review and assess the proposals. The panel consisted of the PPHD Deputy Director and two Division Managers. The proposals were evaluated based on criteria set forth in the RFP and were scored as follows on a scale of 0 to 100.

<i>Firm Name</i>	<i>Location</i>	<i>Score</i>
Blais & Associates	Irvine, CA	81
Resource Development Associates	Oakland, CA	77
Global Urban Strategies	Alhambra, CA	70
Grants Republic	Fallbrook, CA	67
Gray Bess Associates	Lincoln, CA	55
California Consulting	El Segundo, CA	50

Blais & Associates (Blais) is a full-service grant consulting firm providing grant research and development to local and regional government agencies for nearly 20 years. Blais staff are highly skilled and have significant experience with a deep understanding of PPHD programs. Based on the assessment of the proposals, staff recommends entering into a contract with Blais & Associates.

Blais has provided grant writing services to PPHD since January 2012. To date, their consulting services have resulted in a total of \$24.9 million in awarded funds, a return on investment of 53:1. In other words, Blais has helped PPHD obtain \$53 in grant funding for every \$1 spent on grant writing services. Their track record demonstrates an ability to secure funds to support both core public health programs and innovative programs.

COUNCIL POLICY CONSIDERATION:

This proposed action is consistent with the City Council's goal to maintain financial responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to CEQA, pursuant to State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3) and 15378. CEQA Guidelines Section 15060(c)(2) states that an activity is not subject to CEQA if "the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment." The proposed activity consists of professional services wherein no direct or reasonably foreseeable indirect physical change in the environment would result. For the same reason, the proposed activity is not a CEQA Project as defined in State CEQA Guidelines Section 15378 and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines 15060(c)(3).

FISCAL IMPACT:

The total cost of this action will be \$303,450 over five years. It is anticipated that in FY21, \$60,690 of the contract value will be spent. Sufficient funds are budgeted in the FY21 Operating Budget and available in the Health Administration, Contracted Services budget line item.

Respectfully submitted,



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Department of Public Health

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Approved by:



STEVE MERMELL
City Manager

Attachment A: RFP Scores for Grant Writing Request for Proposals