

Agenda Report

March 13, 2023

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH THREE YOUTH SERVICE PROVIDERS AND ONE PROGRAM EVALUATOR FOR THE PASADENA INTERVENTION AND PREVENTION PROJECT

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; and
2. Authorize the City Manager to enter into three contracts, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, for Pasadena Intervention and Prevention Project Client Supportive Services with the following organizations. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services:
 - a. Flintridge Center for an amount not to exceed \$90,000 through June 30, 2025; and
 - b. Harambee Christian Family Center, DBA Harambee Ministries for an amount not to exceed \$90,000 through June 30, 2025; and
 - c. Pasadena/Altadena Coalition of Transformative Leaders ("PACTL") for an amount not to exceed \$90,000 through June 30, 2025; and
3. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Southern California Center for Nonprofit Management, DBA Center for Nonprofit Management for Program Evaluation Services for the Pasadena Intervention and Prevention Project for an amount not to exceed \$150,000 through December 31, 2025. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

BACKGROUND:

In June 2022, the City of Pasadena Public Health Department (“Department”) was awarded \$2,510,394 through the California Violence Intervention and Prevention (“CalVIP”) Grant funded by the California Board of State and Community Corrections (“BSCC”). On August 1, 2022, the City Council authorized the City Manager to enter into an agreement with BSCC to accept and administer CalVIP grant funds on behalf of the City of Pasadena. The grant will support the Pasadena Intervention and Prevention Project (“PIPP”) for three years through June 30, 2025. PIPP will serve high-risk youth ages 10-24 years in Pasadena using an evidence-based model to delivery family therapy, support ongoing violence interruption services, and offer youth supportive services to disrupt youth pathways to violence. The Department proposes subcontracting opportunities for youth supportive services and an external program evaluator.

Youth Supportive Services

PIPP will offer youth ages 10-24 who are at risk of experiencing or perpetuating violence with supportive services including academic support, mentorship, enrichment activities, referrals, and case management. The Pasadena Public Health Department prepared a scope of work for community consortium meeting facilitation services and posted a Request for Proposals (“RFP”) on July 14, 2022. On July 21, 2022, the Department held a non-mandatory pre-proposal meeting attended by five individuals. A total of 24 vendors downloaded the RFP. Three responsive proposals were received. The Department fielded a panel consisting of a Division Manager, Program Coordinator, and Management Analyst who were familiar with the needed services and scope of work to evaluate the proposals using the criteria set forth in the RFP (Attachment A). The panel found the proposals were each qualified and would enhance the program’s ability to meet the diverse needs of program participants by offering multiple services for participants to select.

Staff recommends authorization to enter into contracts with three agencies: Flintridge Center, Harambee Christian Family Center (“Harambee Ministries”) and Pasadena/Altadena Coalition of Transformative Leaders (“PACTL”).

- The Flintridge Center is a Pasadena-based nonprofit with over 30 years of history serving the greater Pasadena community. The mission of the organization is to break the cycle of poverty and violence through community planning, innovation, and action. The proposed contract will support Flintridge’s case management, Apprenticeship Preparation, and Youth of Promise programs.
- Harambee Ministries is a nonprofit located in northwest Pasadena with over 40 years of history serving the community. The proposed contract will support Harambee’s Power Talk and Bridging the Gap in Education & Enrichment (“BEE”) programs. These are secular programs with no religious requirements or content. Contract funds will not be used to fund religious programs or instruction.
- PACTL is a Pasadena-based nonprofit with 12 years of history serving youth and families in the Pasadena community. The proposed contract will support PACTL’s Ignite Youth Learns program.

Each of the agencies were fully responsive to the requirements specified in the RFP, clearly described the proposed solution, and included details of their organization's experience in youth development and violence prevention. Each contract will be for an amount not-to-exceed \$90,000 through June 30, 2025. As a condition of the contract, each agency will match 100% of the contract value in cash or in-kind services. All services provided under the contracts will be free to PIPP program participants.

Program Evaluation

The BSCC requires the program to conduct an extensive program evaluation to measure the effectiveness of the PIPP intervention. The Pasadena Public Health Department prepared a scope of work for program evaluation services and posted a Request for Proposals ("RFP") on July 14, 2022. On July 21, 2022, the Department held a non-mandatory pre-proposal meeting attended by three individuals. A total of 33 potential proposers downloaded the RFP; however, no responsive proposals were initially received. After reaching out to the potential proposers and receiving interest and requests for additional time to submit proposals, the RFP was reopened. One responsive proposal was received. The Department fielded a panel consisting of a Division Manager and Management Analyst to evaluate the proposal using the criteria set forth in the RFP (Attachment B). The panel consisted of staff with experience in program evaluation and who were familiar with the scope of work. The panel found the Southern California Center for Nonprofit Management, DBA Center for Nonprofit Management ("CNM") to be qualified and capable of delivering the desired services.

CNM is a nonprofit organization with over 40 years of history providing tailored consulting and evaluation services to organizations in the nonprofit and public sectors throughout Southern California. The proposal submitted by CNM was fully responsive to the requirements specified in the RFP, clearly described the proposed solution to provide a thorough evaluation of the PIPP intervention through a mixed methods approach, and included details of the organization's extensive experience in program evaluation.

Staff recommends authorization to enter into a contract with CNM for an amount not-to-exceed \$150,000 through December 31, 2025. The term of the contract will end six months after the end of CalVIP program to allow time to prepare the final evaluation report. The award of this contract will ensure that the City of Pasadena meets the CalVIP grant requirements for evaluation services.

COUNCIL POLICY CONSIDERATION:

The proposed contracts align with the City Council's strategic plan goal to ensure public safety.

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. 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 action consists of a contract and appropriation of funds for supportive services. No direct or reasonably foreseeable indirect physical change in the environment would result. Under this definition, the proposed activity is not a CEQA “Project” and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

FISCAL IMPACT:

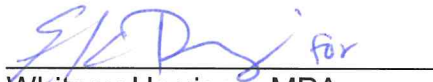
If approved by City Council, the Department anticipates spending up to \$80,000 of the recommended \$320,000 contract amounts during the current fiscal year. These expenses are eligible for reimbursement by the CalVIP grant and sufficient appropriations are currently available in the Public Health Department FY 2023 Operating Budget. The remaining cost of the contracts will be included in the budget development process in future fiscal years. There are no anticipated impacts to other programs or projects as a result of this action.

Respectfully submitted,



MANUEL CARMONA, MPA
Acting Director
Public Health Department

Prepared by:



Whitney Harrison, MPA
Division Manager
Public Health Department

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachment
Attachment A: RFP Evaluation Results