

# Agenda Report

March 13, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: AUTHORIZATION TO INCREASE PURCHASE ORDER NO. 1231446 WITH LIVHOME, INC. TO PROVIDE HOMEMAKER SERVICES FOR THE TRANSITIONAL AGE YOUTH (TAY) LINK AND GERIATRIC EMPOWERMENT MODEL (GEM) LINK PROGRAMS**

## **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 increase Purchase Order No. 1231446 with LivHome, Inc. by \$60,000 from \$74,999 to a revised amount of \$134,999. Competitive bidding is not required pursuant to City Charter section 1002(F) (contracts for professional or unique services); and
3. To the extent this action 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:**

In August 2018, the Los Angeles County Department of Mental Health ("DMH") awarded the City of Pasadena Public Health Department ("Department") a grant funded through the Proposition 63 Mental Health Services Act ("MHSA") to provide supportive services to people experiencing homelessness. With support from the grant, the Department established the Transitional Age Youth ("TAY") Link Program serving youth ages 18-24 and the Geriatric Empowerment Model ("GEM") Link Program serving seniors ages 60 and above. Located at the Bethel Missionary Baptist Church in Pasadena, the programs

provide case management services, link to community-based services, operate a mobile shower and laundry unit, and provide daily breakfast, lunch, and snacks. To assist program clients with accessing the showers, completing laundry, and cleaning the mobile unit, the programs require homemaker services. The grant contract with DMH was originally scheduled to end on June 30, 2022, but was extended for one year through June 30, 2023.

The Department prepared a scope of work for homemaker services and posted a Request for Proposals ("RFP") on July 28, 2021. A total of 19 vendors downloaded the solicitation. Four responsive proposals were received. The Department fielded a panel consisting of a Division Manager, Program Coordinator, and Management Analyst to evaluate the proposal using the criteria set forth in the RFP (Attachment A). The panel found LivHome, Inc. to be qualified and capable of delivering the desired services.

In Fiscal Year 2022, a purchase order with LivHome, Inc. was established as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code based on projected needs through the original end date of the grant for an amount not to exceed \$74,999 approved by the City Manager. Upon the grant being extended through Fiscal Year 2023, the Department established a continuation purchase order for homemaker services. Due to the extended term of the grant, the value amount for homemaker services required by the program will exceed City Manager's threshold limit. As such, staff recommends the City Council approve an increase to the purchase order of \$60,000, for a total of \$134,999. The additional funds will ensure that program participants continue to have access to safe and clean shower and laundry services through the GEM Link and TAY Link Programs. Without the homemaker services provided by LivHome, Inc., staff for the GEM Link and TAY Link programs would be responsible for homemaker responsibilities. This would negatively impact the safety of staff and program participants, as well as significantly reduce availability across all services, including showers, laundry, case management and housing navigation. Therefore, it is in the City's best interest to continue these homemaker services to prevent program service disruption.

#### **COUNCIL POLICY CONSIDERATION:**

The proposed contract amendment aligns 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 to provide supportive services to people experiencing homelessness. 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, Purchase Order No. 1231446 will be increased by \$60,000 from \$74,999 to a revised amount of \$134,999. This expense is eligible for reimbursement by the DMH grant and the funds recommended to be used to increase the subject Purchase Order are included in the Department's Fiscal Year 2023 Operating Budget. There are no anticipated impacts to other programs or projects as a result of this action.

Respectfully submitted,



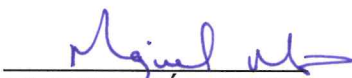
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MIGUEL MÁRQUEZ  
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Attachments:

Attachment A – RFP for Homemaker Services