



DATE: February 2, 2015

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF PURCHASE ORDER CONTRACT 57494 WITH BLAIS & ASSOCIATES FOR THE PROVISION OF PROFESSIONAL GRANT WRITING SERVICES FOR THE PASADENA PUBLIC HEALTH DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to increase the not to exceed amount of purchase order contract number 57494 with Blais & Associates, Inc. by \$40,000 thereby bringing the total not to exceed amount from \$60,000 to \$100,000 for grant writing professional services thru June 30, 2015; and
3. To the extent this transaction could be considered a separate transaction subject to Competitive Selection, grant the purchase order contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The Public Health Department has a purchase order contract 57494 with Blais & Associates Inc. in an amount of \$60,000 for the purpose of researching and responding to grant funding opportunities for Pasadena Public Health Department. The purchase order with Blais & Associates was granted an exemption from the competitive selection process based on the firm's knowledge and experience of municipal government grants.

The return on investment with Blais & Associates Inc. to date is 30:1. Recently, Blais & Associates Inc. was successful in working with PPHD staff to obtain \$3,653,753 in new funding through the grants listed below.

1. Centers for Disease Control & Prevention REACH (Racial and Ethnic Approaches to Community Health) Grant to implement tobacco education activities in Northwest Pasadena for \$1,500,000.
2. Health and Human Services, Substance Abuse and Mental Health Services Administration System of Care Expansion Implementation Grant for \$2,003,753.
3. The California Wellness Foundation for \$150,000 to fund the City of Pasadena Michael D. Antonovich Dental Clinic.

Grant writing services offered by Blais & Associates include researching grant funding opportunities, reaching out to local community foundations for specialized funding, and preparing the full grant application from the initial brainstorming concepts to submitting the full application. These successful grant activities make it possible for the Department to pursue and be credible contenders for competitive grant funding. Consequently, staff is requesting that the City Council approve a \$40,000 increase to the current \$60,000 not to exceed amount of the purchase order contract 57494, thereby bringing the new not to exceed amount to \$100,000. Additional funds will allow the Department to pursue 2-3 additional grant opportunities that meet community needs and align with funding goals.

To the extent this could be considered a separate transaction subject to a new competitive selection process, staff is requesting that the City Council find that it is in the best interests of the City to maintain continuity of services by remaining with Blais & Associates Inc.


COUNCIL POLICY CONSIDERATION:

This action by City Council aligns with the City Council's Strategic Plan goal to maintain financial responsibility and stability as well as the Public Health Department's goal to increase and diversify revenue sources.

FISCAL IMPACT:


This action will increase purchase order contract 57494 with Blais & Associates Inc. by \$40,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in account 8114-203-561000. It is anticipated that \$100,000 of the cost will be spent during the current fiscal year.

Respectfully submitted,



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