



City of Tacoma

Resolution No.: _____

Meeting Date: December 12, 2023

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Allyson Griffith, Director, Neighborhood & Community Services
Vicky McLaurin, Interim-Assistant Director, Neighborhood and Community Services
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Finance/Purchasing
SUBJECT: Senior Services at Beacon and Lighthouse Senior Activity Centers
Contract No. CW2259250 – December 12, 2023 City Council
DATE: November 20, 2023

RECOMMENDATION SUMMARY:

The Neighborhood and Community Services (NCS) Department requests approval to increase and extend the authorized compensation for Contract No. CW2259250, to Franke Tobey Jones (FTJ), Tacoma, WA, in the amount of \$400,000, plus applicable taxes, budgeted from the General Fund, extended up to December 31, 2024, for senior services at the Beacon and Lighthouse Senior Activity Centers. This increase will bring the total compensation to the not to exceed amount of \$632,960.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage thriving residents with abundant opportunities for life-long learning.

BACKGROUND:

The City obtained approval from the City Manager for use of a Direct Negotiation Waiver (SR4067570553) method as authorized by TMC 1.06.256.B for FTJ to operate Beacon and Lighthouse Senior Activity Center's senior programming. They are a well-established, and respected provider of senior services in the Tacoma area that has spent years developing quality programming that meets the needs for continued social and emotional well-being for seniors.

The City intends to extend the existing Contract's termination date and time for performance from December 31, 2023, to December 31, 2024, as well as add financial resources to support this extension.

ISSUE: Contract No. CW2259250 is scheduled to expire on December 31, 2023. Without an amendment for extension, the senior programming at both Beacon and Lighthouse Senior Activity Centers will experience a gap of services and closure. There is a need for additional services and an increase in the annual budgets for 2024.

ALTERNATIVES: City Council may decide not to extend the Contract to December 31, 2024. This will result in a termination of services and closure of the senior programming at Beacon and Lighthouse Activity Centers effective December 31, 2023.



COMPETITIVE ANALYSIS: Due to the unexpected termination of contracted services with the previous service provider operating Beacon and Lighthouse Senior Activity Centers, the City contracted with FTJ to assume operations and to avoid a gap in service delivery. NCS met with multiple service providers prior to negotiating with FTJ, to gauge capacity for offering services. NCS requested a detailed cost estimate and explanation of services for the Activity Centers from FTJ. Costs were considered and negotiated based on the previous Direct Negotiation Waiver (SR3749681746). Staff obtained approval from City Manager for use of Direct Negotiation Waiver (SR4067570553) method as authorized by TMC 1.06.256.B for FTJ to operate Beacon and Lighthouse Senior Activity Centers.

CONTRACT HISTORY: This Contract was originally awarded, effective July 1, 2023, as a result of Direct Negotiation Waiver (SR4067570553) for a total compensation not to exceed amount of \$232,960.

SUSTAINABILITY: Not applicable

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010-General Fund	95100	5330100	\$400,000
TOTAL			Up to \$400,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010-General Fund	Various	4335100	(\$400,000)
TOTAL			Up to (\$400,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$400,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A