



City of Tacoma

Resolution No.: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

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

**TO:** Board of Contracts and Awards  
**FROM:** Allyson Griffith, Director, Neighborhood & Community Services  
 Jason McKenzie, Resource Manager, Neighborhood & Community Services  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and  
 Erica Pierce, Finance/Purchasing  
**SUBJECT:** Neighborhood & Community Services Contract Increases, Specification No.  
 NC22-0106F, Metropolitan Development Council Contract, Contract No.  
 CW2253167, and Specification No. NC22-0333F, The Rescue Mission Contract,  
 Contract No. CW2254946 – February 21, 2023 City Council  
**DATE:** January 30, 2023

**RECOMMENDATION SUMMARY:**

Neighborhood & Community Services (NCS) requests approval to increase two contracts with Metropolitan Development Council (MDC), Tacoma, WA, (CW2253167) and The Rescue Mission (TRM), Tacoma, WA, (CW2254946) by \$288,425, plus applicable taxes, for MDC, budgeted from the General fund and Mental Health & Substance Use Disorder (MHSUD) fund, and \$208,302, plus applicable taxes, for TRM, budgeted from HOME grant funds, for the programs listed in Appendix A. This increase will bring these contracts to a cumulative total of \$745,736, plus applicable taxes, for MDC and \$6,438,302, plus applicable taxes, for TRM, which is an extended cumulative total of \$7,184,038, plus applicable taxes. \$5,200,000 of the contract value for TRM is funded via the Emergency Waiver regarding Homelessness.

**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.

**BACKGROUND:**

NCS contracts with local providers who align with Tacoma2025, Council priorities, and department goals to provide services and resources to various populations in the community.

Due to factors such as ongoing projects/commitments, the critical nature of services, alignment with Council priorities, and/or programs that recently competed for funding, NCS did not require currently funded programs in the following areas to compete for 2023-2024 funding:

- City initiatives and inter-local agreements (Crystal Judson Family Justice Center, Health Department, Mental Health Co-Responder, TACID)
- Food Insecurity
- Senior Centers
- Shelters, including set-aside funding for temporary and inclement weather shelter operations
- Youth and Young Adult Violence Reduction (specifically programs that were funded as part of a recent funding process)

All other programs were required to apply for funding for the 2023-2024 biennium. A Request for Proposals (RFP) for 2023-2024 Mental Health and Substance Use Disorder (MHSUD) funding (NC22-0106F) was conducted in Q2 and Q3 of 2022. An RFP for 2023-2024 General



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Fund contracts (NC22-0333F) was conducted in Q4 of 2022 (details in the Competitive Solicitation below).

**ISSUE:** NCS utilizes service providers in the community to provide human services to Tacoma residents. Awarding and executing contracts according to planned timelines is critical for ensuring that services continue to be provided in the community without a gap in services.

**ALTERNATIVES:** City Council may request staff and the Human Services Commission conduct a secondary review of the recommendations or provide further guidance on funding allocations, should the proposed funding recommendations not be approved. This will result in a delay in services.

**COMPETITIVE SOLICITATION:**

RFP Specification No. NC22-0333F was opened November 1, 2022. Over 100 organizations were invited to bid, in addition to normal advertising of the project. 54 submittals were received. Programs submitted applications answering questions on how their programs met the critical needs of the community, cultural responsiveness, effective practices, system impact, accessibility, and how the program aligns with Tacoma 2025, Council priorities, and department goals.

The Human Services Commission (HSC) reviewed all eligible applications under RFP NC22-0333F and presented funding recommendations based on whether programs are appropriately aligned with Tacoma 2025, Council priorities, and department goals. Funding was recommended for programs that support community mobilization, complementary services, educational support services, financial empowerment, health and health care, homeless services, housing services, rapid graffiti removal, youth development, and youth and young adult violence reduction.

**CONTRACT HISTORY:**

CW2253167 (MDC contract workspace) was created with the Community-Based Youth Behavioral Health, Housing First, and The Avenue programs for \$457,311. These programs were awarded through RFP NC22-0106F. This C&A Letter will add \$288,425 (awarded through RFP NC22-0333F) to increase funding for the Housing First (\$98,000) and The Avenue (\$190,425) programs. This will increase the contract total to \$745,736.

CW2254946 (TRM contract workspace) was created with the Emergency Services, Family Shelter, Forging Path Community Shelter, and Women's Shelter programs for \$6,230,000. These programs were awarded using the homeless emergency waiver and direct negotiation waiver (SR3749681756). This C&A Letter will add a new program (Search & Rescue) for \$208,302, awarded through RFP NC22-0333F. This will increase the contract total to \$6,438,302.

**SUSTAINABILITY:** Sustainability was not considered in contract award.

**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 (NCS)	91140 (Housing Services)	5330100	\$90,425
1185 – MHCD-HRHS Mental Health & Chemical Dependency	859120 (Housing Services)	5330100	\$198,000
1195 – FGRT-CED Federal Grants	GRT-00545-03 (HOME Program Administration)	5330100	\$208,302
<b>TOTAL</b>			<b>Up to \$496,727</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 – General Fund (NCS)	Various	Various	\$90,425
1185 – MHCD-HRHS Mental Health & Chemical Dependency	Various	4313250	\$198,000
1195 – FGRT-CED Federal Grants	GRT-00545-03 (HOME Program Administration)	4331280	\$208,302
<b>TOTAL</b>			<b>Up to \$496,727</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$496,727

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Revenues are planned and budgeted. Expenses are planned but not budgeted.

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** Expenses will be covered by HOME ARP grant revenue that has already been received. Expenses are planned.



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**Appendix A**

<b>Metropolitan Development Council Contract (CW2253167)</b>			
<b>Program</b>	<b>Existing Amount</b>	<b>Added Amount on this C&amp;A Letter</b>	<b>New Total</b>
Community-Based Youth Behavioral Health	\$108,111	NA	\$108,111
Housing First	\$117,000	\$98,000	\$215,000
The Avenue	\$232,200	\$190,425	\$422,625
<b>Contract Total</b>	<b>\$457,311</b>	<b>\$288,425</b>	<b>\$745,736</b>

<b>The Rescue Mission Contract (CW2254946)</b>			
<b>Program</b>	<b>Existing Amount</b>	<b>Added Amount on this C&amp;A Letter</b>	<b>New Total</b>
Emergency Services	\$309,000	NA	\$309,000
Men's Shelter Expansion	\$3,500,000	NA	\$3,500,000
Men's Shelter Expansion Operating Costs	\$300,000	NA	\$300,000
Family Shelter	\$309,000	NA	\$309,000
Forging Path Community Shelter	\$1,400,000	NA	\$1,400,000
Search & Rescue	NA	\$208,302	\$208,302
Women's Shelter	\$412,000	NA	\$412,000
<b>Contract Total</b>	<b>\$6,230,000</b>	<b>\$208,302</b>	<b>\$6,438,302</b>