



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Allyson Griffith, Director, Neighborhood & Community Services
Jason McKenzie, Business Services Manager, Resource Management
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Sara Bird, Senior Buyer, Finance/Procurement
SUBJECT: 2025-2026 Community and Human Services
Direct Negotiation Waiver Contract SR4859130858 – December 10, 2024 City
Council
DATE: November 8, 2024

RECOMMENDATION SUMMARY: Neighborhood and Community Services (NCS) requests a waiver of competitive procurement procedures and recommends that contracts be awarded to multiple agencies as listed in Appendix A (below) for a cumulative total amount of \$15,130,208, plus applicable taxes, budgeted from the General Fund and the Mental Health & Substance Use Disorder (MHSUD) sales tax, for contracts providing community and human services. The total contracted amount represents eight contracted agencies and 18 programs. All contracts are subject to Council’s approval of the 2025-26 budget.

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 Tacoma 2025, City Council Priorities, and NCS department goals and priorities to provide services to various populations in the community.

Due to factors such as ongoing commitments, critical nature of services, and alignment with City Council priorities, NCS did not require currently funded programs in the following areas to compete for 2025-2026 funding:

- City initiatives and interlocal agreements
- Aging & Disability
- Sheltering

All other 2025-2026 NCS-funded programs were required to apply for funding for the 2025-2026 biennium. A Request for Proposals (RFP) for these contracts (NC24-0136F) was conducted in Q2 and Q3 of 2024.

ISSUE: NCS utilizes service providers in the community to provide human services related to areas that include but are not limited to homelessness, housing, violence reduction and prevention, seniors, and equitable food access. As stated above, the process for awarding contract funding happens via both competitive funding processes and directly negotiated contracts. Awarding and executing contracts prior to the start of the year is critical for ensuring uninterrupted services in the community.

ALTERNATIVES: City Council may request that NCS staff reevaluate these contracts and/or amounts. This may result in a delay of services in 2025.



COMPETITIVE ANALYSIS: Due to factors such as ongoing commitments, critical nature of services, and alignment with City Council priorities, NCS did not require currently funded programs in the following areas to compete for 2025-2026 funding:

- City initiatives and interlocal agreements
- Aging & Disability
- Sheltering

NCS is currently working with Metro Parks Tacoma to realign senior services to optimize resource use and enhance service delivery. Due to this transition and the direct partnership with Metro Parks Tacoma, NCS did not require them to compete for funding.

Due to the ongoing critical need for every available shelter bed in Tacoma to be utilized, NCS did not require currently funded shelters to compete for funding and chose to continue funding into the next biennium to ensure continuity of services for individuals and families needing shelter.

Three other programs were identified during RFP NC24-0136F that will be awarded through direct negotiation. These programs are being funded due to the critical nature of services and current lack of services in a specific area or to a specific population.

NCS has chosen providers based on their ability to provide the specific services needed and/or historical performance of the specific services. NCS contracts with a wide variety of providers and seeks to be equitable in allocating funding and choosing providers. NCS staff follow a standard process for negotiating each contract. Providers are required to provide a detailed budget and breakdown of budget line items to ensure that estimated costs align with the scope of the contract. Contracts are reviewed by the NCS Program Manager, Division Manager, and Director before being approved for signature.

CONTRACT HISTORY: New contracts.

SUSTAINABILITY: Sustainability was not considered in contract award.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Direct Negotiation Waiver

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to these contracts.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 – General Fund (NCS)	91101	5330100	\$1,998,172
0010 – General Fund (NCS)	91150	5330100	\$50,000
0010 – General Fund (NCS)	91190	5330100	\$2,037,816
0010 – General Fund (NCS)	91191	5330100	\$68,336
0010 – General Fund (NCS)	91200	5330100	\$2,048,060
0010 – General Fund (NCS)	91270	5330100	\$865,200
0010 – General Fund (NCS)	95100	5330100	\$643,244
1185-MHCD – HRHS Mental Health & Chemical Dependency	859101	5330100	\$3,090,000
1185-MHCD – HRHS Mental Health & Chemical Dependency	859170	5330100	\$65,000
1185-MHCD – HRHS Mental Health & Chemical Dependency	859180	5330100	\$3,165,716
1185-MHCD – HRHS Mental Health & Chemical Dependency	859181	5330100	\$68,336
1185-MHCD – HRHS Mental Health & Chemical Dependency	859310	5330100	\$250,000
1185-MHCD – HRHS Mental Health & Chemical Dependency	859340	5330100	\$780,328
TOTAL			Up to \$15,130,208

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 – General Fund (NCS)	Various	Various	(\$7,710,828)
1185-MHCD – HRHS Mental Health & Chemical Dependency	858200	4313250	(\$7,419,380)
TOTAL			Up to (\$15,130,208)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$0 (Expenditures and Revenues above are for 25-26 biennium)

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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



Appendix A

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Agency	Location	Program	Fund Source	2025-2026 Amount	Total Contract Amount
Catholic Community Services	Tacoma, WA	Family Housing Network	General Fund	\$72,100	\$4,907,826
		Homeless Adult Services	General Fund & MHSUD	\$945,726	
		Holy Rosary Safe Parking	General Fund	\$550,000	
		Therapeutic Mental Health Court	MHSUD	\$250,000	
		Stability Site	MHSUD	\$3,090,000	
Comprehensive Life Resources	Tacoma, WA	New Beginnings	MHSUD	\$900,000	\$900,000
Crystal Judson Family Justice Center	Tacoma, WA	Essential Expenditures	General Fund	\$865,200	\$865,200
Metro Parks Tacoma	Tacoma, WA	Senior Centers	General Fund	\$643,244	\$643,244
MultiCare Behavioral Health & Outreach Services	Puyallup, WA	TPD Co-Responder	MHSUD	\$780,328	\$780,328
Tacoma-Pierce County Health Department	Tacoma, WA	Interlocal Agreement (COT Health Pool, Hazardous Substances Program, Communicable Diseases)	General Fund	\$2,048,060	\$2,048,060
The Rescue Mission	Tacoma, WA	Adult Sheltering	General Fund & MHSUD	\$934,656	\$2,558,656
		Family Shelter	General Fund & MHSUD	\$309,000	
		Forging Path Community Shelter	General Fund	\$1,250,000	
		Street Outreach	MHSUD	\$65,000	
Valeo Vocation	Tacoma, WA	Shelter Staffing Coordinator	General Fund & MHSUD	\$136,672	\$2,426,894
		Shiloh Staffing	General Fund	\$198,172	
		Street Medicine RN	General Fund	\$50,000	
		Young Adult Day & Night Shelter	General Fund & MHSUD	\$2,042,050	
TOTAL					\$15,130,208