



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

TO: Board of Contracts and Awards
FROM: Tanja Carter, Community and Economic Development (CED)
ChiQuata Elder, Landlord-Tenant Coordinator, Community and Economic
Development, Housing Division
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Hailey Erichsen, Senior Buyer, Finance/Procurement
SUBJECT: Increase to Contract – Tacoma-Pierce County Bar Foundation d/b/a
Tacomaprobono Community Lawyers, Contract No. CW2255959 – May 6, 2025
City Council
DATE: April 14, 2025

RECOMMENDATION SUMMARY: Community and Economic Development requests approval to increase Contract CW2255959 with Tacoma-Pierce County Bar Foundation d/b/a Tacomaprobono Community Lawyers, Tacoma, WA, by \$440,000, plus applicable taxes, budgeted from Landlord-Tenant Program 20910, for eviction prevention legal services. This increase will bring the contract to a cumulative total of \$802,328.97, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.

BACKGROUND: Tacoma-Pierce County Bar Foundation d/b/a Tacomaprobono Community Lawyers provide eviction prevention services to tenants residing in rental property in the City of Tacoma since 2023. Focusing on traditionally marginalized communities, the following services are provided:

- Full, partial, or guided legal representation for the purposes of preventing eviction.
- Outreach events and legal clinics for the purposes of tenants' rights
- Housing resources and navigation services

ISSUE: The City currently lacks the necessary systems, processes, and staff to provide the legal assistance needed to represent tenants for eviction prevention services. The Tacoma-Pierce County Bar Foundation d/b/a Tacomaprobono Community Lawyers is the only organization inside the City providing no cost legal services to low-income tenants as part of the Tacoma-Pierce County Bar Foundation.

ALTERNATIVES: The City could decline continuing the contract and reallocate the \$440,000 budgeted for these services. However, this alternative would result in low-income tenants in the City not having access to no cost, dedicated legal eviction prevention services.

COMPETITIVE ANALYSIS: In the original contract, the City requested and was granted a Direct Negotiation waiver of competitive solicitation. Tacomaprobono Community Lawyers is a nonprofit group of community lawyers providing pro bono legal aid for Washington tenants facing eviction. There are no other providers with this level of service that the City is aware of.

CONTRACT HISTORY: This contract was originally awarded to Tacoma-Pierce County Bar Foundation d/b/a Tacomaprobono Community Lawyers as a result of Direct Negotiation in January 2023. The initial contract was from January 1, 2023, to December 31, 2023, in the amount of \$240,000. The termination date was extended from December 31, 2023 to



December 31, 2024, and compensation under the Contract increased by \$240,000 for a new not-to-exceed amount of \$480,000.

In this amendment the City recaptures \$117,671.03 of the \$480,000.00 allowable reducing the 2023-2024 contract value to \$362,328.97 and adds a \$440,000.00 for a new projected contract value of \$802,328.97.

SUSTAINABILITY: N/A

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

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP)
COMPLIANCE: N/A

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Landlord-Tenant Program	20910	5311300	\$802,328.97
TOTAL			Up to \$802,328.97

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$440,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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

