



City of Tacoma

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**Date:** November 13, 2018  
**To:** Elizabeth Pauli, City Manager  
**From:** Linda Stewart, Director  
Neighborhood and Community Services  
**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services over \$25,000

For your review and recommendation.

In accordance with TMC 1.06.256 (B), Neighborhood and Community Services (NCS) requests a waiver of the competitive solicitation process and authorization to directly negotiate with **the vendors listed in Exhibit A**, for various human and community services, for an amount of \$15,571,125.97, plus applicable sales tax.

Direct negotiation approval constitutes a waiver of further competitive solicitation for contracts to the subject contract provided that any such amendment(s) shall be signed by personnel as authorized in the Delegation of Procurement Signature and Approval Authority memorandum. Contract totals shall not exceed \$200,000 without City Council or Public Utility Board approval as appropriate.

**EXPLANATION:** NCS contracts with local providers who align with Tacoma 2025, Council Priorities, and the Department Goals through a competitive process or direct negotiation to provide resources to various populations in the community. NCS recommends a direct negotiation waiver for Homelessness & Household Stability contracts, Community Mobilization contracts, and Social Wellness/Opportunity & Achievement programs tied to inter-local agreements and previous competitive funding processes. All other programs participated in the current competitive process for funding in the 2019 - 2020.

The Department manages four main portfolios for contracted investment:

- Homelessness & Household Stability
- Community Mobilization
- Social Wellness
- Opportunity & Achievement

**JUSTIFICATION FOR DIRECT NEGOTIATION:**

1. Explain why it's in the best interest of the city to waive the competitive solicitation process.

Historically, NCS had an internal competitive process and did not follow the Purchasing guidelines. Contracts included in the Direct Negotiation Waiver Appendix A were subject to NCS competitive solicitation in 2017-2018, have gone through a performance review process and/or are the result of an interlocal agreement. All contracts recommended to sustain were presented to the Community Vitality and Safety Committee on October 11, 2018, and recommended for forwarding to the full Council. Staff will present the 2019-2020 funding recommendations to Council during Study Session on November 20, 2018.



City of Tacoma

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2. Is this purchase based on a previous competitive solicitation conducted by the City or other agency? If yes, provide the contract information, specification number, etc., and explain the relationship of this request to the previous contract.

No. In 2016, the NCS procurement process did not follow Purchasing guidelines for advertisement and contracts were subject to Direct Negotiation Waivers.

Programs included in Exhibit A also include Interlocal Agreements with other jurisdictions, programs that participated in a competitive process for unique services, and direct source agreements.

3. Describe the screening efforts made to identify potential service providers.

Notification for a competitive process is sent to non-profit organizations funded, unfunded and those who expressed an interest in City funding. A competitive process was held in 2016 to determine the programs that aligned with Tacoma 2025.

4. Describe the efforts made to assure that the City is receiving the lowest or best price possible.

NCS staff engages in contract monitorings and performance tracking throughout the period of the contract to ensure deliverables are met and pricing is reasonable.

**FUNDING:** Funds for this purchase are available in the General Fund 91010, 91100, 91130 91140, 91150, 91200, 91300, 405700 Mental Health and Substance Use Disorder, 859100, 859110, 859120, 859130, 859200, 859220, 859300, 859310.

**SBE COMPLIANCE:** The Department/Division has checked the [City of Tacoma Small Business Enterprise \(SBE\) website](#) for opportunities to contract with SBE firms on October 23, 2018. There are no SBE firms registered for this category of work at this time.

**PROJECT COORDINATOR:** Erica Azcueta 253 591 5015, Vicky McLaurin 253 591 5058, and Allyson Griffith 253 591 5119.

City of Tacoma

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Elizabeth Pauli, City Manager



Exhibit A

2019-2020 HHS Sustained Contracts		
Agency	Program	2019-2020 Funding
Associated Ministries	Family Permanent Housing	\$ 163,249.00
AHAT Home Care	Linkages	\$ 45,000.00
Catholic Community Services	Nativity Shelter/COD Treatment	\$ 836,940.00
Catholic Community Services SW	HAS Supportive Services	\$ 204,233.00
Catholic Community Services SW	Family Housing Network	\$ 61,200.00
Community Youth Services	Crisis Residential Center	\$ 250,670.00
Comprehensive Life Resources	Making Connections	\$ 97,720.00
Comprehensive Life Resources	Positive Interactions	\$ 631,187.00
Comprehensive Life Resources	Encampment Resource Housing Navigator	\$ 198,000.00
Comprehensive Life Resources	Youth & Young Adult Drop in Center & Young Adult Overnight Shelter	\$ 600,000.00
Consejo Counseling	Behavioral Health	\$ 207,972.00
Emergency Food Network	Food Distribution	\$ 60,000.00
Greater Lakes Mental Health	Housing First	\$ 228,420.00
Greater Lakes Mental Health	Forensic Programs	\$ 449,160.00





City of Tacoma

Korean Woman's Association	Case Management	\$ 40,000.00
Korean Woman's Association	We are Family DV	\$ 100,000.0 0
LASA	Housing for Homeless Families	\$ 40,000.00
LASA	Prevention Services	\$ 52,398.00
Making a Difference Foundation	ECP Home Delivery Program	\$ 40,000.00
Mercy Housing	Services Enriched Housing	\$ 40,000.00
Metropolitan Development Council	Young Adult Permanent Supportive Housing	\$ 421,659.0 0
Metropolitan Development Council	Shelter COD Treatment Program	\$ 654,160.0 0
New Phoebe House Association	Mental Health Assessment & Treatment Program	\$ 43,552.00
New Phoebe House Association	Phoebe Family Reunification, Recovery & Resiliency	\$ 124,278.0 0
Nourish Pierce County	Food Bank Program	\$ 40,000.00
NW Furniture Bank	Furnishing Homes	\$ 50,186.00
Point Defiance AIDS Projects	Needle Exchange	\$ 40,000.00
Shared Housing Services	Housing for Unaccompanied Youth	\$ 118,126.0 0
St. Leo's	Children's Feeding Program/Backpack	\$ 40,000.00
St. Leo's	Food Bank	\$ 40,000.00
Tacoma Community House/REAC H	Housing 4 Success	\$ 156,859.0 0



City of Tacoma

Tacoma Housing Authority	Elementary School Special Housing Program (McCarver Program)	\$ 221,703.00
TeamChild	Legal Services	\$ 112,192.00
The Rescue Mission	Emergency Services	\$ 300,000.00
The Rescue Mission	Family shelter	\$ 300,000.00
The Salvation Army	Jarvie Family Emergency Housing	\$ 43,200.00
VADIS	FLASH	\$ 106,000.00
YWCA Pierce County	DV Shelter	\$ 117,000.00
Total		<u>\$7,275,064</u>

2019-2020 Social Wellness Sustained Contracts		
Agency	Program	2019-2020 Funding
Castele, Williams & Associates	Windows of Change	\$60,000.00
Comprehensive Life Resources	New Beginnings/Park Place Diversion	\$590,421.73
Comprehensive Live Resources	Tacoma Gang Reduction Project	\$743,334.00
Consejo Counseling & Referral Services	Youth COD Treatment Program	\$239,177.00
Crystal Judson Family Justice Center	Interlocal Agreement	\$880,000.00
Korean Women's Association of WA	Senior Wellness Services - Beacon & Lighthouse	\$840,000.00



City of Tacoma

Metropolitan Development Council	MDC Behavioral Health & Recovery	\$216,450.00
Multicare/Good Samaritan Behavioral Health	TPD Co-Responder	\$689,325.48
South Sound Outreach	Financial Empowerment	\$151,720.00
Tacoma Area Coalition of Individuals with Disabilities	Peer Support/ Independent Living Services	\$40,220.00
Tacoma Fire Department	TFD Cares	\$300,000.00
Tacoma PC Health Department	Interagency Agreement	\$2,261,580.00
Tacoma Public Schools	Tacoma Whole Child Initiative	\$291,833.76
Tacoma Urban League	Male Involvement Program	\$176,000.00
	Total	<u>\$7,480,061.97</u>

**2019-2020 Opportunity & Achievement Sustained Contracts**

Agency	Program	2019-2020 Funding
United Way of Pierce County	Center for Strong Families	\$290,000.00
	Total	<u>\$290,000.00</u>

**2019-2020 Neighborhood Enhancement Contracts**

Agency	Program	2019-2020 Funding
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City of Tacoma

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Asia Pacific Cultural Center	Community Mobilization	\$50,000.00
Hilltop Action Coalition	Community Mobilization	\$25,000.00
Tacoma Community House/REACH Center	Community Mobilization	\$100,000.00
Tacoma Housing Authority	Community Mobilization	\$75,000.00
Safe Streets	Community Mobilization	\$276,000.00
	<b>Total</b>	<b><u>\$526,000.00</u></b>