



TO: Board of Contracts and Awards
FROM: Linda Stewart, Director, Neighborhood and Community Services
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Alex Clark, Finance/Purchasing
SUBJECT: Coleman & Associates Contract Amendment
Direct Negotiation Waiver, Contract No.CW2228658 - December 10, 2019
DATE: November 19, 2019

RECOMMENDATION SUMMARY:

Neighborhood and Community Services (NCS) requests approval to increase Contract Number CW2228658 to Coleman & Associates, Tacoma, Washington, by \$189,350.00, plus any applicable taxes, for consultation and technical assistance services to engage staff and constituents in the implementation of strategies and practices that will lead to greater organizational Equity, Diversity, and Inclusion (EDI). This increase will bring the contract to a cumulative total of \$302,650.00 plus any applicable taxes.

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.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

Coleman & Associates embarked on their equity partnership with NCS in 2018 and provided essential guidance through consultation to support the department's equity priorities. Due to their experience in EDI, youth violence reduction working with NCS, and their insight into the human service provider community in Tacoma, Coleman and Associates are uniquely positioned to perform all aspects of the next phase of the EDI Initiative, training neighborhood councils, and youth and young adult violence reduction and intervention. This phase of work will involve ongoing evaluation and assessment, and developing strategy and implementation action steps toward embedding EDI in department decision-making, community capacity building for youth and young adult violence prevention and intervention, and continued consultation and technical assistance to the NCS staff, funded service providers, constituents, and neighborhood councils.

ISSUE: In 2015, the City of Tacoma established an Office of Equity and Human Rights and is committed to infusing equity into all services the City provides. NCS has also committed to infusing equity into all internal work and processes and external contracts with service providers.

According to the 2019 Tacoma Gang Assessment, "Youth in Tacoma are exposed to risk factors including disrupted family structure, antisocial beliefs, anti-social behaviors, delinquent peers, negative life events, and school suspension/ expulsion, resulting in large numbers of youth and



young adults who are vulnerable to gang recruitment, homelessness, drug use, and involvement in criminal behavior.”

In continued conversations with Neighborhood Councils they have indicated that they struggle to recruit and retain new membership. In keeping with the City’s equity philosophy and in support of community engagement goals, NCS has sought to introduce equity concepts and terminology to Neighborhood Council board members so that they may operate in an open and welcoming manner that fosters civic engagement.

ALTERNATIVES: Council could request staff do a competitive bid process for these services or request that staff cover the work that is being requested from Coleman & Associates. As a result, NCS would need to either halt this work or look at adjusting workloads.

CONTRACT HISTORY: This contract was originally awarded to Coleman & Associates as a result of a direct negotiation waiver in February 2019. A second direct negotiation was authorized for the additional \$189,350, approved November 2019 on SR2099508971.

SUSTAINABILITY: Not applicable

SBE/LEAP COMPLIANCE: Not applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1185-JAG Funding	837400	5330100	\$50,000.00
0010 - NCS General Fund	162000 (Neighborhood Councils)	5330100	\$9,300.00
0010 - NCS General Fund	091000	5330100	\$130,050.00
TOTAL			Up To \$189,350.00

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1185 - JAG Funding	Various	Various	\$50,000.00
0010 - NCS General Fund	Various	Various	\$139,350.00
TOTAL			\$189,350.00



City of Tacoma

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$189,350.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes



City of Tacoma

Date: November 20, 2019

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 requests a waiver of the competitive solicitation process and authorization to directly negotiate with **Colemon & Associates, Tacoma, WA**, for a contract amendment for consultation and technical assistance services to continue building an Equity, Diversity, and Inclusion (EDI)-focused infrastructure within NCS and with funded providers by designing, developing, and assisting with implementation of equitable practices that become institutionalized and also for community capacity building for youth and young adult violence prevention and intervention strategies. This amendment will increase the total contract by \$189,350, for an amount of \$302,650, plus applicable sales tax.

Direct negotiation approval constitutes a waiver of further competitive solicitation for amendments 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: This is an ongoing project to support NCS's equity, diversity, and inclusion initiative, in alignment with the City's Equity and Empowerment Initiative and Tacoma 2025 priorities to improve neighborhood safety.

JUSTIFICATION FOR DIRECT NEGOTIATION:

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

Colemon & Associates will provide consultation and technical assistance services to engage staff and constituents in the implementations of strategies and practices that will lead to greater organizational equity, diversity, and inclusion, and youth and young adult violence prevention and intervention (gangs). Colemon & Associates embarked on their equity partnership with NCS in 2018 and provided essential guidance through consultation to support the department's equity priorities. Due to their past experience working with NCS and insight into the human service provider community in Tacoma, Colemon & Associates are uniquely positioned to perform all aspects of the next phase of the Equity, Diversion, and Inclusion Initiative and community capacity building for youth and young adult violence prevention and intervention, and to provide consultation and technical assistance to the NCS staff, funded service providers, constituents, and neighborhood councils. This phase of work will involve ongoing evaluation and assessment and developing strategy and implementation action steps toward embedding EDI in department decision-making.



City of Tacoma

Colemon & Associates will provide community capacity building targeted at youth and young adults at risk of criminal activity by providing training, leadership development, and partnership development to impact neighborhood specific issues. This will be accomplished by convening a cohort of community members to empower residents who are most impacted to identify and implement solutions to these social issues.

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

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

This is a continuation of the Diversity, Equity and Inclusion work started in 2018, with Colemon & Associates providing consultation and facilitation. No other service providers were screened.

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

Colemon & Associates provided various options for services, with varying levels of funding. While not the least expensive, the City chose the "best" option, to provide the most comprehensive set of services for this specialized, high-profile work.

FUNDING: Funds for this purchase are available in the General Fund 0010-91000, and Edward Byne Memorial Justice Assistance Grant funding cc 837400.

SBE COMPLIANCE: The Department/Division has checked the [City of Tacoma Small Business Enterprise \(SBE\) website](#) for opportunities to contract with SBE firms on February 7, 2019. The recommended vendor is not a registered SBE.

PROJECT COORDINATOR: Tiegan Tidball, NCS, 253-573-2320, and Renee Johnson, NCS, 253-591-5155.