



## Legislation Details (With Text)

**File #:** 24-0693      **Version:** 1

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**File created:** 4/3/2024      **In control:** Board of Supervisors

**On agenda:** 6/25/2024      **Final action:** 6/25/2024

**Title:** Health and Human Services Agency (HHS) recommending the Board:

- 1) Make findings that the provision of meal services to the County Navigation Center clients provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B);
- 2) Make findings in accordance with Procurement Policy C-17 Section 3.4(6), to extend the term of competitively bid Agreement 6783 with Upper Room Dining Hall, Inc. (Upper Room) for an additional 90 days, as "the services are needed by the County pending a competitive solicitation award and the contractor with the most recently awarded contract agrees to extend the contract for an interim period at the same contract price, terms, and conditions as the previous award";
- 3) Approve and authorize the Chair to sign Amendment I to competitively bid Agreement 6783 with Upper Room, increasing the contract's amount by \$94,230, for a total amount of \$659,610, at the same rates, terms, and conditions and a 90-day term extension, for a new term of January 10, 2023, through October 8, 2024;
- 4) Authorize the Purchasing Agent to execute amendments relating to Agreement 6783, contingent upon approval by County Counsel and Risk Management, which do not increase compensation or extend the term of the Agreement; and
- 5) Authorize the HHS Director, or the Chief Assistant Director, to execute programmatic, administrative, and fiscal documents relating to Agreement 6783.

**FUNDING:** 100% Federal Community Development Block Grant - Coronavirus (State passthrough funding, California Department of Housing and Community Development).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Partially Executed Agreement 6783 A1.pdf, 2. B - Counsel Approval of Agreement 6783 A1.pdf, 3. C - Fully Executed Agreement 6783.pdf, 4. D - Request for Qualifications No. 24-952-039.pdf, 5. Executed Agreement 6783

| Date      | Ver. | Action By            | Action | Result |
|-----------|------|----------------------|--------|--------|
| 6/25/2024 | 1    | Board of Supervisors |        |        |

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5) Authorize the HHS Director, or the Chief Assistant Director, to execute programmatic, administrative, and fiscal documents relating to Agreement 6783.

**FUNDING:** 100% Federal Community Development Block Grant - Coronavirus (State passthrough funding, California Department of Housing and Community Development).

**DISCUSSION / BACKGROUND:**

On January 6, 2022, on behalf of HHS, County's Chief Administrative Office (CAO) Procurement and Contracts (P&C) Division issued RFQ No. 22-952-033 for the provision of Homelessness Outreach, Prevention, Housing Supports, and Supportive Services (HOP-HSS). Among the multiple services provisions solicited in said RFQ, Respondents were invited to propose the provision and delivery of meals for Navigation Center/shelter clients. On March 29, 2022, CAO P&C posted the RFQ's resulting Qualified List (QL), in which Upper Room was a qualified Respondent for meal preparation and delivery services for Navigation Center/shelter clients.

On April 19, 2022, the Board adopted an Emergency Shelter Crisis Declaration pursuant to Government Code section 8698.2 to improve health and safety outcomes for unsheltered persons in El Dorado County (Legistar file 22-0630). Thereafter, on September 20, 2022, the Board directed HHS to develop a temporary Navigation Center at 299 Fair Lane, which opened for operations on February 7, 2023 (Legistar file 22-1693).

Subsequently, on January 10, 2023, the Board Chair executed competitively bid Agreement 6783 with Upper Room for the provision of meal services to shelter clients at the County Navigation Center in the amount of \$565,380 and for the term of 18 months from January 10, 2023, through July 9, 2024 (Legistar file 22-2280). Through Agreement 6783, Upper Room has prepared and delivered three meals per day to County Navigation Center residents, including a continental breakfast, a sack lunch, and a hot evening meal for each person sheltered.

On March 5, 2024, at the request of HHS, CAO's P&C Division posted RFQ 24-952-039 to competitively procure Navigation Center Operations and Shelter Meal Services for the new term. Said RFQ closed on April 5, 2024, evaluations were concluded and the resulting QL was posted by P&C on April 23, 2024. Upper Room was the single qualified Respondent for Shelter Meal Services; therefore, a renewal agreement is underway and will be brought before the Board at a future date. In the interim, pursuant to Board Policy C-17, section 3.4(6), an extension of the Upper Room's competitively bid Agreement 6783 is being requested for an additional 90-day period at the same contracted rates, terms, and conditions as the previous award.

Upper Room has agreed to the extension for the interim period under the same terms and conditions as the previous award, and at the same contract price of \$17.45 per person per day, with a maximum of 60 persons per day, increasing compensation by \$94,230, for a new total amount of \$659,610.

HHS is recommending the Board approve this Amendment I to Agreement 6783 to allow Upper Room to continue providing meal preparation and delivery services for individuals sheltered at the

County Navigation Center for an additional 90-days. Said extension will ensure continuity of shelter services, continued reductions in encampment populations, and permanent housing of previously unhoused persons, while the competitively bid renewal agreement is in process.

**ALTERNATIVES:**

Should the Board decline to approve this recommendation, Agreement 6783 would terminate on July 9, 2024, with no 90-day term extension. Meal services at the County's Navigation Center would have to cease until the new competitively bid renewal agreement is finalized, which will result in a gap of services.

**PRIOR BOARD ACTION:**

- 1) 04/19/22, 22-0630, HHSA Navigation Center Presentation
- 2) 09/20/22, 22-1693, Supervisor Parlin and Thomas
- 3) 01/10/23, 22-2280, HHSA Upper Room Dining Hall, Inc. Agreement 6783

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, and Risk Management.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this agenda item. Sufficient appropriations were included in the Fiscal Year 2024-25 Budget and will be included in future budgets for the term of the Agreement.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Clerk of the Board to obtain signature of Chair on one original Amendment I to Agreement 6783.

**STRATEGIC PLAN COMPONENT:**

Safe and Healthy Communities

**CONTACT**

Olivia Byron-Cooper, MPH, Director, Health and Human Services Agency