



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 22-1441 **Version:** 1

**Type:** Agenda Item **Status:** Continued

**File created:** 8/2/2022 **In control:** Board of Supervisors

**On agenda:** 12/6/2022 **Final action:** 12/6/2022

**Title:** Health and Human Services Agency (HHS) recommending the Board:  
1) Make findings that the provision of services provided by the Contractor for conducting the El Dorado County Opportunity Knocks (EDOK) Continuum of Care (CoC) biannual Point-in-Time (PIT) counts, surveys, and analysis of homeless individuals in El Dorado County, and report preparation required by the U.S. Department of Housing and Urban Development (HUD), 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), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;  
2) Make findings in accordance with the El Dorado County Board of Supervisors Procurement Policy C-17 Section 3.4(2) exempting the competitive bidding process, with Purchasing Agent concurrence, because the Contractor is the sole local provider that provides PIT count surveying, data analysis, and HUD reporting services, and therefore, it is not possible to obtain competitive bids;  
3) Approve and authorize the Chair to sign Agreement for Services 6846 with Applied Survey Research, Inc., for the provision of services to the EDOK CoC in the amount of \$130,000, for the term effective upon execution through September 30, 2025; and  
4) Authorize the HHS Director, or Chief Assistant Director, to execute further documents relating to Agreement for Services 6846, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** 100% state grant funding awarded under the Homeless, Housing, Assistance and Prevention Program Round 3, authorized by California Assembly Bill 101.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Applied Survey Research, Inc. 6846 with Attachments - 12-6-2022 - 22-1441, 2. B - HHS Blue Route Counsel Approval for Agmt 6846, Applied Survey Research, Inc. - 12-6-2022 - 22-1441, 3. C - Non-Competitive Bid Justification Form - 12-6-2022 - 22-1441, 4. Public Comment Rcvd 12-6-2022 BOS 12-6-2022

Date	Ver.	Action By	Action	Result
12/6/2022	1	Board of Supervisors	Continued	Pass

Health and Human Services Agency (HHS) recommending the Board:  
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- 3) Approve and authorize the Chair to sign Agreement for Services 6846 with Applied Survey Research, Inc., for the provision of services to the EDOK CoC in the amount of \$130,000, for the term effective upon execution through September 30, 2025; and
- 4) Authorize the HHSA Director, or Chief Assistant Director, to execute further documents relating to Agreement for Services 6846, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** 100% state grant funding awarded under the Homeless, Housing, Assistance and Prevention Program Round 3, authorized by California Assembly Bill 101.

**DISCUSSION / BACKGROUND:**

Within the County of El Dorado (County), the El Dorado Opportunity Knocks (EDOK) Continuum of Care (CoC) is a regional planning body of representatives that coordinates policies, strategies, and activities toward preventing and ending homelessness. In order for the EDOK CoC to apply for or receive CoC designated state funding allocations, the EDOK CoC is required to designate an Administrative Entity (AE), which is defined as a unit of general-purpose local government (City or County), a Joint Powers Authority, or a nonprofit organization that has previously administered federal United States Department of Housing and Urban Development (HUD) CoC funds as the Collaborative Applicant, pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and designated by the CoC to administer program funds.

On November 16, 2021, the County Board of Supervisors (Board) approved and authorized the Chair to sign Resolution 150-2021 which designated the El Dorado County Health and Human Services Agency (HHSA) to serve as the AE for the EDOK CoC for the Homeless Housing, Assistance and Prevention (HHAP) Round 3 grant program (HHAP-3), administered by the California Business, Consumer Services and California Interagency Council on Homelessness (File ID: 21-1720). Under this Resolution, the Board authorized the HHSA Director to accept and execute a joint County and EDOK CoC awarded HHAP-3 Initial Disbursement Agreement, awarded for County and CoC homeless planning and technical assistance activities, inclusive of local Point-in-Time (PIT) count improvements (Agreement 22-HHAP-11058 totaling \$443,444.75 for term of March 24, 2022, through October 1, 2026).

As the CoC governing authority, HUD requires local CoCs to conduct a PIT count of homeless individuals who are sheltered in emergency shelter, transitional housing, and Safe Havens, and a biannual PIT count of unsheltered homeless individuals within the local jurisdiction. Each PIT count is planned, coordinated, and carried out locally in a CoC's geographical region and is required to be conducted during the last ten days in January. The PIT count data provides critical updates to the County, EDOK CoC, HHSA, state and federal funding agencies, and community partners on local progress made towards preventing and ending homelessness in the County.

While HHSA serves as the EDOK CoC AE for the CoC's portion of the HHAP-3 funding program, the EDOK CoC remains the entity accountable for approval of budgets, expenditures and contracts associated with this funding. HHSA, as the EDOK CoC AE is responsible, based upon the EDOK CoC's direction, to administer contracts associated with CoC awarded state or federal funding allocations and to fulfill reporting requirements mandated by the associated funding agencies. As the

PIT counts are required CoC activities under HUD guidelines, the EDOK CoC prioritized a portion of CoC awarded HHAP-3 funding for the planned 2023 and 2025 PIT count activities in the County.

As the EDOK CoC is comprised of volunteer board members, the EDOK CoC does not have paid staff members that can perform the mandated PIT count activities in the County. In collaboration with HHSA Housing and Homelessness Services (HHS), the EDOK CoC determined it was not feasible or appropriate to have HHSA, as the EDOK CoC AE, perform the PIT count work on their behalf. It was further determined that HHSA HHS does not have the staffing capacity to perform the PIT count work as the uniqueness of the work requires specialty skills, qualifications, and equipment not expressly identified in County classifications. Consequently, HHSA HHS and the EDOK CoC determined that the PIT count scope of work was more feasible to be performed entirely by an outside agency.

#### 2019 EDOK CoC PIT Count Background - Prior Agreement for Services:

In preparation for conducting the 2019 PIT count in the County, the EDOK CoC identified Applied Survey Research, Inc., (ASR) as a local subject matter expert in PIT count procedures, technical assistance, and data analysis, to perform PIT count surveying and reporting in accordance with HUD requirements. Accordingly, on September 17, 2019, the Board approved and authorized the Chair to sign Agreement for Services 3736 with ASR for the provision of training and assistance to the EDOK CoC for the 2019 PIT count, in the amount of \$121,090, for the term effective upon execution through December 31, 2021 (File ID 19-1144).

#### 2023 and 2025 PIT Count - Current Agreement for Services:

On July 12, 2022, under the direction of the EDOK CoC, HHSA HHS submitted a Request for Proposal (RFP) to solicit a Contractor to provide the staffing, equipment, and expertise required to conduct the 2023 and 2025 PIT counts and HUD reports in the County. While this RFP was in development, HHSA HHS and the EDOK CoC consulted with The Center for Common Concerns, Inc., doing business as HomeBase, (a nationwide homeless program consultant contracted with HHSA and many counties throughout the State of California for technical assistance), to identify a vendor distribution list for the PIT count RFP. Subsequently, ASR was identified by Homebase and the EDOK CoC as the only local provider that was qualified to perform the full PIT count scope of work in compliance with HUD requirements. Therefore, on June 9, 2022, due to ASR being the only local vendor to offer the necessary PIT count services, the RFP was cancelled and HHSA HHS requested a new Agreement for Services with ASR.

Thereafter, to comply with the updated Board Procurement Policy C-17, effective October 20, 2022, under Sole Source Section 3.4(2), HHSA recommends with County Chief Administrative Office Procurement and Contracts Division concurrence, that it is not possible to obtain competitive bids, as there is only one local vendor capable of providing the PIT count services and reporting in adherence with HHSA's scope of work and HUD requirements, and therefore is seeking Board approval of the Sole Source justification.

This proposed ASR Agreement 6846 will conduct the EDOK CoC mandated 2023 and 2025 PIT count services and related HUD reporting activities. The proposed Agreement will ensure continuation of necessary PIT count services and reporting in the County for 2023 and 2025 and will fulfill one of the three components allowed in the County and EDOK CoC's joint awarded HHAP-3 Initial Disbursement Agreement, which is to obtain systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including improved PIT count planning activities. ASR will provide the technical support to accurately complete, analyze, and report 2023 and 2025 PIT count data collected in the County. This PIT data is essential to meeting

the EDOK CoC requirements for further HUD funding.

**ALTERNATIVES:**

Should the Board decline to approve this sole source recommendation and the ASR Agreement for Services 6846, HHSA HHS will attempt to provide the mandated PIT count services for 2023 and 2025, however, may experience staffing inadequacies and may not successfully fulfill the EDOK CoC HUD PIT count survey and reporting obligations. As the AE for the EDOK CoC, HHSA may also risk future HUD funding opportunities due to possible deficiencies in meeting the HUD PIT count requirements.

**PRIOR BOARD ACTION:**

- 1) 11/16/2021, File ID 21-1720, HHSA HHAP Round 3 Resolution, Funding Acceptance and Budget Transfer Request
- 2) 09/17/2019, File ID 19-1144, HHSA Applied Survey Research Agreement 3736

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, Chief Administrative Office Procurement and Contracts, Information Technologies, and Risk Management. The Auditor-Controller has been notified per Policy B-12.

**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 2022-23 budget and will be included in future budget requests for the term of the Agreement.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on one (1) original ASR Agreement for Services 6846
- 2) Clerk of the Board to return one (1) fully executed Agreement to the Contracts Division at 3057 Briw Road, Suite B

**STRATEGIC PLAN COMPONENT:**

Healthy Communities

**CONTACT**

Evelyn Schaeffer, Director, Health and Human Services Agency