



Legislation Text

File #: 16-0772, **Version:** 1

Health and Human Services Agency (HHSA), Community Services Division, recommending the Board:

- 1) Approve the use of the Weatherization Assistance Program boilerplate agreement on an “as requested” basis in order to permit HHSA to enter into weatherization assistance agreements pursuant to HHSA’s funding agreements from the California Department of Community Services and Development; and
- 2) Adopt and authorize the Chair to sign Resolution **136-2016**, which authorizes the Health and Human Services Agency Director, or designee, to execute Weatherization Assistance Program boilerplate agreements.

FUNDING: Federal and State Funding.

DEPARTMENT RECOMMENDATION:

Health and Human Services Agency (HHSA) recommending the Board approve the use of the Weatherization Assistance Program boilerplate agreement and adopt the Resolution to authorize the HHSA Director, or designee, to execute pre-approved Weatherization Assistance Program boilerplates on an “as requested” basis. These boilerplate agreements meet the procurement standards for Weatherization Assistance programs, and are in accordance with the procurement standards as outlined in the Office of Management and Budget Uniform Guidance, Code of Federal Regulations, and California Code of Regulations.

Additionally, HHSA has determined, in accordance with County Ordinance Section 3.13.030, that the County does not possess the facilities or personnel necessary to perform the work. Therefore, it is more economical and feasible to engage an independent contractor for weatherization services.

DISCUSSION / BACKGROUND:

Weatherization services identified by funding contracts with California Department of Community Services and Development (CSD) are provided by contracts between HHSA and qualified vendors. Pursuant to the procurement standards as outlined in the Office of Management and Budget Uniform Guidance, Code of Federal Regulations, and California Code of Regulations, HHSA has released two (2) Requests for Proposals (RFP) and one (1) Request for Qualifications (RFQ) to solicit interest in providing weatherization services.

In March 2013, HHSA released RFP 13-918-054, in which HHSA received responses from two (2) heating, ventilating, and cooling (HVAC) vendors and (1) one plumbing vendor. In November 2014, HHSA released RFP 15-918-024, in which HHSA received one (1) response from a glass vendor. In November 2015, HHSA released RFQ 16-918-037, in which HHSA received one (1) response from a glass vendor and one (1) plumber. In consultation with CSD, it was determined that each RFP and the RFQ resulted in insufficient vendors to complete the necessary weatherization assistance services work. Additionally, CSD agreed that HHSA has exercised due diligence to adhere to all procurement standards and general requirements requested by CSD. Therefore, CSD approved permitting HHSA to develop a “pool” of qualified, contracted vendors. The Weatherization Assistance

Program must receive a quote for the proposed work from each vendor and then award the bid to the lowest, responsible bidder. To facilitate development of a “pool” of qualified, contracted vendors, HHSA developed a boilerplate agreement that can be used on an “as requested” basis with a variety of licensed contractors. The purpose of the boilerplate agreement is to allow HHSA to utilize a larger “pool” of contracted vendors, resulting in competitive pricing, and expanding options to serve our clients compared to the limited vendors who previously responded to the RFPs and the RFQ.

ALTERNATIVES:

Disapproval of the boilerplate agreement and Resolution will impact HHSA’s ability to develop a “pool” of qualified weatherization services contractors, which in turn will adversely affect delivery of services to clients and may negatively impact HHSA’s funding through CSD.

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

County Counsel and Risk Management.

CAO RECOMMENDATION:

It is recommended that the Board approve this item.

FINANCIAL IMPACT:

There is no Net County Cost associated with this Agenda item. If the boilerplate agreement is approved, sufficient appropriations were included in the fiscal year 2016-17 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 return one (1) certified copy of the adopted Weatherization Assistance Program Resolution to the HHSA Contracts Unit at 3057 Briw Road.

STRATEGIC PLAN COMPONENT:

N/A

CONTACT

Alexis Zoss, Chief Assistant Director