



AGENDA REPORT

City Manager's Office

DATE:	November 19, 2024
TO:	Mayor Martinez and Members of the City Council
FROM:	Shasa Curl, City Manager Patrick Seals, Administrative Chief Alexis Grace, Administrative Student Intern
Subject:	Pre-Approval of Qualified Local Public Private Organizations for Grant Partnership
FINANCIAL IMPACT:	The establishment of the qualified business/organization list allows City departments to negotiate and enter into contracts with approved private firms/organizations as grant partners in an efficient and timely manner. Each department will be responsible for funding these services from their respective operating budgets (400201).
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE ISSUE:	In an effort to support City departments and successfully implement the City's Grant Management Policy, the City Manager's Office released a Request for Qualifications in July 2024, to create a prequalified eligibility list of non-profit, community-based, public, and private local organizations to support the delivery of public sector projects, services, and infrastructure made available via grant funds in collaboration with City department(s).
RECOMMENDED ACTION:	ADOPT a resolution pre-approving six non-profit, community-based, public, and private local organizations to provide grant administration and management in collaboration with City departments in compliance with

	the City’s Grants Policy – City Manager’s Office (Patrick Seals 307-8016).
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DISCUSSION: DISCUSSION:

On September 20, 2022, City Council adopted Resolution 128-22 which created the Grant Management Policy (Policy), with the purpose of developing, implementing, and maintaining meaningful grant oversight and coordination by the City Council. Additionally, the policy supports increasing grant-related revenue, limiting the City Council’s exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants (Attachment 4).

The Policy section 3(e) Public-Private Partnership (PPP) states, “In a situation where the City is working in partnership with another organization (local or public) the solicitation process must be transparent...with City Council approval prior to grant application submission”. City departments often seek grant funds that require a demonstrated partnership with local community-based organizations and nonprofits as a requirement for award. However, the process for evaluating valuable partnership with local community-based organizations and nonprofits can cause delays with the timing of grant application submission.

To support the solicitation process and be transparent, City staff members are requesting City Council adopt a resolution, which will allow City departments to receive grant partnership support from a pre-qualified list of non-profits, community-based, public, and private local organizations (Attachment 5).

The City Manager’s Office would like to support the efforts of City departments to successfully create public-private partners, on a solicited or unsolicited basis, for the development of a wide range of projects for public use such as:

1. Local Service Enhancement – provision of local services to improve quality of life and provide economic opportunity
2. Neighborhood Economic Support/Development - Workforce development and small business assistance 3
3. Public Amenity Provision - providing amenities for public use
4. Public Space Engagement - programming and activation of public space
5. City Plan Implementation Support – support implementation actions of existing city plans (i.e. General Plan, Climate Action Plan, Health in All Policies, City Council Strategic Goals &, etc.)

6. Community Impact Advocacy or Community Advocacy for Development Impacts - represent interests of community members demonstrably impacted by proposed developments
7. Public and Community Service Provision or Providing Community Services for All - provision of other public and community services at low or no cost to beneficiaries, to advance the public good

The City Manager’s Office issued the first round of this Request for Qualifications (RFQ) on July 10, 2024, through the City of Richmond's BidsOnline system (Attachment 1). A total of 1464 vendors were notified (Attachment 2). All responses were submitted by August 22, 2024.

The organizations submitted proposals in response to the RFQ. Each proposal included information on pricing, experience, qualifications, references, and experience in performance measures, program monitoring/reporting and population engagement in regard to one (1) of the seven (7) service areas above.

Six (6) non-profit, community-based, public, and private local organizations responded to the RFQ, and after the review of the proposals by City staff members from the City Manager’s Office, Economic Development, and the Office of Neighborhood Safety (ONS), the following six (6) business/organizations scored an average of Adequate and are being received for placement on the prequalified eligibility list (Attachment 3). Proposers scoring 70% were deemed adequate and added to the prequalified pool and eligible for potential contract negotiations with the City on an as-needed basis.

ACCE Institute	Coach to Discover (C2D)	Just Cities LLC
MCE Community Choice Energy	Trust for Public Land	The Good Job Company

The potential scope(s) of work will depend on the selected service areas mentioned earlier and aligned activities of the following:

Adult and Youth Services	Affordable Housing and Development	Climate Resilience	Community Development
Community Engagement	Education	Health and Wellness Programs and Services	Workforce and Training Development

Economic Development	Consumer Protection/Small Business	Historic Preservation	Land Use and Planning
Emergency Services	Environmental and Health Equity	Criminal Justice and/or Juvenile Violence Prevention	Public and Neighborhood Safety
Sports and Physical Activity	Leadership and Governance Assistance	Environmental Action/Protection	Unhoused Support
Community Research	Transportation		

The City Manager’s Office staff will make each proposal accessible to all departments staff to review and select a business/organization from the list of pre-approved businesses/organizations as needed. The City will be able to negotiate and enter into contracts with the approved business/organization based upon each department’s discretionary funding per vendor. City departments will be required to take a contract with selected consultant before City Council for approval where the contract not-to-exceed amount is \$10,000 or more.

The qualified businesses/organizations list for grant partnership will be modified to include new vendors in January 2025 (Attachment 5). This will be done by reopening the RFQ through the BidsOnline system. At that time, an expanded list will be brought before City Council for review and approval.

SYNERGISTIC POLICIES:

Grants Management Policy provides general guidance to managing grants with the purpose of increasing grant-related revenue, while developing, implementing, and maintaining meaningful grant oversight.

DOCUMENTS ATTACHED:

- Attachment 1 – Request for Qualification (PPP)
- Attachment 2 – BidsOnline Project Report (PPP)
- Attachment 3 – Rating Sheet (PPP)
- Attachment 4 – Grant Policy
- Attachment 5 – Resolution (PPP)