



AGENDA REPORT

Library and Community Services

DATE:	May 27, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	LaShonda White, Deputy City Manager – Community Services Tamara Walker, Deputy Director of Community Services, Employment and Training Division
Subject:	Sole-Source Contract With Davillier Sloan, Inc.
FINANCIAL IMPACT:	The contract will be covered using funds in E&T's budget (12579441 400538 42999)
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE ISSUE:	The Employment and Training Division of Community Services is seeking to enter into a sole source contract with Davillier-Sloan, Inc., a labor-management consulting firm, to provide contract compliance and management services for the City of Richmond departments.
RECOMMENDED ACTION:	APPROVE a contract with Davillier-Sloan, Inc., a labor-management firm, for a total amount not to exceed \$50,000 with a term beginning June 1, 2025, and ending May 31, 2026, to provide contract compliance and management services for the City of Richmond departments – Community Services Department (Tamara Walker 510-307-8006/LaShonda White 510-620-6828).

DISCUSSION:

The City of Richmond manages numerous contracts essential to its programs and services, including federal and state-funded initiatives and construction projects. These contracts often involve complex compliance and reporting requirements and adherence to federal, state, and local laws. Gaps in oversight could result in penalties, loss of funding, or a delay in program delivery.

On April 10, 2023, the Employment and Training Division (E&T) released a Request for Qualifications (RFQ) to identify a firm capable of providing temporary contract and compliance services. These services include administering and monitoring the LCP Tracker system. City staff reached out to three vendors and received bids from two vendors: Davillier Sloan, Inc., and Alliant Consulting. Luster National informed E&T that they did not plan to submit a proposal.

Subsequently, on August 15, 2023, E&T entered into a contract with Davillier-Sloan, Inc. for an amount not to exceed \$10,000. This contract was established to provide essential contract and compliance services while Human Resources actively works to fill the position dedicated to these responsibilities. However, filling this critical position has proven challenging, as Human Resources continues to solicit qualified candidates with the necessary skills and expertise. In the interim, the demand for contract and compliance services has grown due to an increase in projects requiring oversight.

Due to the continued need for contract compliance and management services, on February 28, 2025, E&T released another RFQ to three potential vendors (Attachment 1). The department received only one proposal for the services, which was from Davillier-Sloan, Inc. (Attachment 2)

With the expiration of the DSI contract, there is an urgent need to engage a qualified firm to ensure continuity, compliance, and effective contract management. Although Davillier-Sloan, Inc. was the sole respondent to the recent RFQ, E&T also received approval for a sole source contract with the firm (Attachment 3).

Key Reasons for Contracting with a Qualified Firm:

1. **Expertise and Specialization:** Contract and compliance firms possess specialized knowledge and experience navigating complex regulatory frameworks. Their expertise ensures that the city complies with funding agency requirements, reducing the risk of audit findings, penalties, or the loss of critical funding.
2. **Efficiency and Capacity Building:** Engaging a firm enables the city to streamline processes, improve contract management, and prevent delays in program implementation. Outsourcing these services reduces the administrative burden on city staff, allowing them to focus on core responsibilities and strategic initiatives.
3. **Cost-Effectiveness:** Contracting with a firm is more cost-effective than hiring and training additional staff while the search for a qualified individual continues. It provides the city with access to a team of professionals equipped with the tools and systems necessary to meet the city's needs.

4. **Audit Readiness and Risk Mitigation:** A dedicated compliance firm ensures accurate documentation, timely reporting, and adherence to evolving regulations. This not only prepares the city for audits but also minimizes financial risks.

City staff recommends entering into a contract with Davillier-Sloan, Inc. for a total amount not to exceed \$50,000 with a term beginning June 1, 2025, and ending May 31, 2026, to provide contract compliance and management services for the City of Richmond departments (Attachment 4). This firm will provide contract compliance and management services that align with the City's commitment to operational excellence, fiscal responsibility, and regulatory compliance. This partnership will enable the City of Richmond to manage its contracts, safeguard public trust, and ensure the success of vital programs.

POLICY SYNERGIES:

This contract will support City Council strategic Goal Area #2: Increase Revenue and Improve Economic Development, and Goal Area #5: Strengthening the City's Internal Infrastructure. The contract will strategically support broader city policies related to workforce development, financial stewardship, risk mitigation, and operational efficiency. By ensuring compliance and contract oversight, the city can protect funding, enhance public trust, and support economic and workforce growth.

DOCUMENTS ATTACHED:

Attachment 1 – Request for Qualifications
Attachment 2 - Davillier Sloan Proposal
Attachment 3 – Sole Source with Davillier Sloan
Attachment 4 – Davillier Sloan Contract