AGENDA COVER MEMO

**Memorandum Date:** September 28, 2023

**Order Date:** October 17, 2023

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**TO:** Board of County Commissioners

**DEPARTMENT:** Health & Human Services

**PRESENTED BY:** Eve Gray, Director

**AGENDA ITEM TITLE**: ORDER ___/ IN THE MATTER OF EXTENDING A SOLE SOURCE DETERMINATION OF CATHOLIC COMMUNITY SERVICES FOR ENERGY ASSISTANCE AT COMMUNITY SERVICE CENTERS AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT AMENDMENT FOR THESE SERVICES.

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## I. MOTION

In the Matter of Extending a Sole Source Determination of Catholic Community Services for Energy Assistance at Community Service Centers and Delegating Authority to the County Administrator to Execute Amendment for these Services.

## AGENDA ITEM SUMMARY

The Board is being asked to extend a sole source designation for Catholic Community Services for energy assistance at community service centers and delegate authority to the County Administrator to execute an amendment for these services.

## II. BACKGROUND/IMPLICATIONS OF ACTION

### A. Board Action and Other History

Health & Human Services (H&HS) issued a Request for Proposals for Low Income Energy Assistance Services (RFP #21125) on August 20, 2021 for a period of 28 days. This RFP covered the period October 1, 2021 through June 30, 2025 at $830,000 per year for a total RFP amount of $3,320,000. There were no responses to the RFP. The Human Services Division (HSD) approached the current provider of these services, Catholic Community Services, who agreed to enter into contract negotiations to establish a budget and program plan for these services. Catholic Community Services has provided these services since June 2007. A notice of intent to designate Catholic Community Services as a sole source for these services was posted on September 21, 2021, and no protests were received.

A determination of Catholic Community Services as a sole source to provide these services was made by the Board of Commissioners via 21-10-12-07 in the amount of $830,000 for the period 10/1/21 – 9/30/22. Health & Human Services is requesting an extension of this sole source determination through the end of the corresponding RFP period, June 30, 2025, for the total amount of the RFP - $3,320,000.

### B. Policy Issues

There are no negative policy implications related to making these sole source designations.

### C. Board Goals

This action meets the Board's strategic plan priority 1: Safe and Healthy County. Lane County strives to provide services that positively impact the health, safety and quality of life of our community.

### D. Health Implications

Living on limited means negatively impacts the general quality of life, life expectancy, chronic mental and physical health conditions. Low-income residents need financial assistance in covering energy costs, especially during the colder months of the year. The greater the wealth disparity the higher the marginalization and that marginalization takes an even greater toll on health, family stability and the ability to engage positively with the

community. Energy support payments are critical for lower-income residents of Lane County.

**F. Recommendation**

The Department of Health and Human Services and the Human Services Division recommend the Sole Source Determination for this services provider and the delegation of authority to execute the contract amendment.

## III. ATTACHMENTS

Board Order
October 17, 2023 Amendment List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

| | |
|---|---|
| ORDER NO: 23-10-17-02 | IN THE MATTER OF EXTENDING A SOLE SOURCE DETERMINATION OF CATHOLIC COMMUNITY SERVICES FOR ENERGY ASSISTANCE AT COMMUNITY SERVICE CENTERS AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT AMENDMENT FOR THESE SERVICES. |

**WHEREAS**, Lane Manual Chapter 20 sets forth policy regarding the competitive award of contracts and policy regarding signatory authority of the County Administrator; and

**WHEREAS**, Lane County issued a Request for Proposals for Energy Assistance at Community Service Centers and no responses were received; and

**WHEREAS,** A Notice of Intent of the proposed Sole Source Determination and contract was posted for one week, attracting no comments or protests; and

**WHEREAS,** the sole source determination extension is beyond the County Administrator's authority

**NOW, THEREFORE,** the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Catholic Community Services is determined to continue to be a Sole Source for the purpose of the provision of Energy Assistance at Community Service Centers for a total Sole Source period of October 1, 2021 through June 30,2025 and for a total amount of $3,320,000; and
2. Authority is delegated to the County Administrator to sign a contract amendment as indicated in Exhibit A:

**ADOPTED** this 17th day of October, 2023.

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Pat Farr, Chair
Lane County Board of Commissioners

Exhibit A – October 17, 2023 Amendment List

## Amendments

| | | | | | As Amended | |
|---|---|---|---|---|---|---|
| **Contractor Name** | **Contract Title** | **Type** | **Amendment Amount** | **New Delegated Authority** | **Begin Date** | **End Date** |
| Catholic Community Services | Energy Assistance at Community Service Centers | Expense | $1,520,000 | $3,320,000 | 10/01/2021 | 6/30/2025 |