

AGENDA COVER MEMO

Date: May 21, 2003
To: Board of County Commissioners
Department: Health & Human Services
Presented by: Rob Rockstroh



Agenda Title: IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACT AMENDMENTS WITH CATHOLIC COMMUNITY SERVICES OF EUGENE AND CATHOLIC COMMUNITY SERVICES OF SPRINGFIELD TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES THAT BRING THE TOTAL CONTRACT AMOUNTS UP TO \$65,000 and \$60,000 RESPECTIVELY.

I. MOTION

TO DELEGATE AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACT AMENDMENTS WITH CATHOLIC COMMUNITY SERVICES OF EUGENE AND CATHOLIC COMMUNITY SERVICES OF SPRINGFIELD TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES THAT BRING THE TOTAL CONTRACT AMOUNTS UP TO \$65,000 AND \$60,000 RESPECTIVELY.

II. ISSUE OR PROBLEM

Contract amendments for the operation of energy assistance eligibility screening services in Eugene and Springfield exceed or will exceed the county administrator's signature authority.

III. DISCUSSION

A. Background / Analysis

Lane County receives funding for energy assistance programs. Lane County subcontracts with community service centers to screen applicants for eligibility. Lane County has received funding from the federal Low Income Energy Assistance program that will put the contract with Catholic Community Services of Eugene over \$50,000. Lane County anticipates receiving

additional funding from Northwest Natural for the new Oregon Low-Income Gas Assistance (OLGA) energy assistance program. This anticipated revenue will put the contract with Catholic Community Services in Springfield over \$50,000.

A competitive selection process that ran in September 2001 selected Catholic Community Services of Eugene and Catholic Community Services of Springfield to provide energy assistance eligibility screening services. The amended contract amounts are within the amounts advertised with the RFP. Therefore, an additional selection process is not needed.

Lane County needs to amend the contract with Catholic Community Services of Eugene and will need to amend the contract with Catholic Community Services of Springfield to add current and future funding. However, these amounts exceed the county administrator's signature authority, per Lane Manual 21.147(3). Therefore, the Board must act.

B. Alternatives / Options

1. To grant authority to the county administrator to sign contract amendments with Catholic Community Services of Eugene that brings the total contract amount up to \$65,000 and with Catholic Community Services of Springfield that brings the total contract amount up to \$60,000 to provide energy assistance eligibility screening.
2. Not to approve number one above. If the Board of Commissioners does not give the county administrator authority to sign the contract amendments then the county will have no way to screen Eugene and Springfield households for energy assistance program eligibility and eligible households in Eugene and Springfield will not receive energy assistance and could lose their energy service as a result.

C. Recommendation

To approve number one above.

IV. IMPLEMENTATION / TIMING

Upon Board action, the Department of Health & Human Services will process the contract amendments.

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) IN THE MATTER OF DELEGATING AUTHORITY TO THE
AND ORDER:) COUNTY ADMINISTRATOR TO SIGN CONTRACT
) AMENDMENTS WITH CATHOLIC COMMUNITY SERVICES OF
) EUGENE AND CATHOLIC COMMUNITY SERVICES OF
) SPRINGFIELD TO PROVIDE ENERGY ASSISTANCE
) ELIGIBILITY SCREENING SERVICES THAT BRING THE TOTAL
) CONTRACT AMOUNTS UP TO \$65,000 AND \$60,000
) RESPECTIVELY.

WHEREAS, Lane County accepts energy assistance funds from the State of Oregon and anticipates accepting energy assistance funds from Northwest Natural for the purpose of providing energy assistance to Lane County residents in Low Income Energy Assistance Program (LIEAP) and the Oregon Low-Income Gas Assistance program (OLGA); and

WHEREAS, Lane County subcontracts with community service centers to screen applicants for eligibility; and

WHEREAS, two of these subcontractors, Catholic Community Services of Eugene and Catholic Community Services of Springfield, will be receiving payments in excess of \$50,000 and over 20 percent of the original contract amount; and

WHEREAS, the county administrator must be delegated authority from the Board of County Commissioners in order to sign a contract amendment when the total contract amount is over \$50,000 and is over 20 percent of the original contract amount.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the Board delegate authority to the county administrator to sign contract amendments with Catholic Community Services of Eugene in the amount of \$10,991 bringing the contract total up to \$65,000 and Catholic Community Services in Springfield in the amount of \$11,826 bringing the contract total up to \$60,000 for energy assistance eligibility screening services.

DATED this _____ day of May, 2003.

Peter Sorenson, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 5/13/03 lane county
J. Laidlaw
OFFICE OF LEGAL COUNSEL

