

Memorandum Date: October 29, 2007
Order Date: NOVEMBER 7, 2007

W.3.B.1.

TO: Board of County Commissioners

DEPARTMENT: Children and Families

PRESENTED BY: Alicia Hays, Department Director

AGENDA ITEM TITLE: **IN THE MATTER OF AWARDING CONTRACTS TO RELIEF NURSERY IN THE AMOUNT OF \$582,480 AND BIRTH TO THREE IN THE AMOUNT OF \$500,307 FOR LANE COUNTY HEALTHY START SERVICES FOR THE PERIOD 9/1/07 TO 6/30/09, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE CONTRACTS**

I. PROPOSED MOTION

MOVE APPROVAL OF THE ORDER IN THE MATTER OF AWARDING CONTRACTS TO RELIEF NURSERY IN THE AMOUNT OF \$582,480 AND BIRTH TO THREE IN THE AMOUNT OF \$500,307 FOR LANE COUNTY HEALTHY START SERVICES FOR THE PERIOD 9/1/07 TO 6/30/09, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE CONTRACTS.

II. DISCUSSION

A. Background/Analysis

Lane County Healthy Start (LCHS) seeks to promote healthy, thriving children, and strong, nurturing families by offering voluntary intensive home visiting services and community support for first time parents and their newborns.

On August 13, 2007, the Lane County Department of Children and Families published a legal notice seeking Letters of Qualification from social service agencies for Healthy Start Intensive Home Visiting Services throughout Lane County for the remainder of the 2007-2009 biennium. The purpose of this process was intended to result in a list of qualified applicants who could apply to the full Request for Proposals. Letters of Qualification were received and opened on August 22, 2007. These were scored by department staff and all applicants qualified. A full RFP was made available October 1, 2007 and a Review Committee met October 16, 2007 to develop recommendations for contracts.

The Review Committee recommended all proposals be funded as follows:

- Relief Nursery, Inc. in the amount of \$582,480
- Birth to Three, in the amount of \$500,307
- University of Oregon: ECCARES, in the amount of \$36,482

B. Alternatives/Options

1. Award the contracts as recommended by the RFP Review Committee, thus continuing ongoing Health Start services in Lane County.

2. Decline to award these contracts at this time. This action would result in the interruption of ongoing services. The funding for these services can only be used for Health Start Services as defined by the Oregon Commission on Children & Families

(OCCF). Any delays in the contracting process for these services could result in negative consequences for this and other OCCF funded programs.

IV. ATTACHMENTS

- A: BOARD ORDER
- B: BID/RFP Cover Sheet

Attachment B

Attachment I BID/RFP COVER SHEET

1. Project Title Healthy Start RFP
Department: C+P Division: (DCF)
2. Package Prepared: Amy Burtz 11 3358 9/10/07
(signature) (phone) (date)
- ☐ a. Instructions ☐ e. Contract Form
☐ b. Specifications ☐ f. General & Spec. Conditions
☒ c. Bid Form ☐ g. Performance Bond Provision
☐ d. Bid Security Provision ☐ h. Other
3. Advertisement Prepared: Amy Burtz 11 3358
(signature) (phone) (date)
- Name of Paper Date(s) of Notice
a. R-G Aug. 13-17 were Prequalified
b. Due Aug 22 Legal Notice
4. Legal Approval: J. Zaidan 37251 9/26/07
(signature) (phone) (date)
5. Risk Manager Approval: M. Hester 4221 9/27/07
(signature) (phone) (date)
6. Bids/Proposals Opened by: Amy Burtz 3358 10/12/07
(signature) (phone) (date)
- Initial
- ☒ a. Recap/Matrix Compilation Sheet Prepared and Attached
☐ b. All Bid Securities Sufficient
☐ c. All Bid Forms Complete
- Remarks on Any Deviations:
+75,411 then available
7. Department Budget Review (Budgeted funds are available to fund this project.)
- Budget Code FO. ORG. ACCT. \$ PGM.
- Review: 11
(signature) (phone) (date)
8. Recommendation: 11
(signature) (phone) (date)



Lane County Department of Children and Families

125 East 8th Ave. Eugene, OR 97401-2922 Phone: (541) 682-4671 Fax: (541) 682-7494
<http://www.co.lane.or.us/ccf>

RFP Bid Sheet 10/12/07

<u>Bidder</u>	<u>Amount</u>
Relief Nursery	\$590,780
Birth To Three	\$567,418
ECCARES	\$36,482

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER)
) IN THE MATTER OF AWARDING CONTRACTS TO
RELIEF NURSERY IN THE AMOUNT OF \$582,480 AND
BIRTH TO THREE IN THE AMOUNT OF \$500,307 FOR
LANE COUNTY HEALTHY START SERVICES FOR THE
PERIOD 9/1/07 TO 6/30/09 , AND DELEGATING
AUTHORITY TO THE COUNTY ADMINISTRATOR TO
EXECUTE THE CONTRACTS

WHEREAS, a competitive process was conducted to identify service providers per Lane Manual 21.105, and

WHEREAS, RELIEF NURSERY and BIRTH TO THREE, successfully applied and qualified for the award of contracts, and

WHEREAS, after careful consideration of the RFP Review Committee recommended contracts with RELIEF NURSERY, and BIRTH TO THREE, for the period of time beginning September 1, 2007 through June 30, 2009, and

WHEREAS, sufficient funds are available to purchase these services, and

WHEREAS, the Board of County Commissioners shall award contracts per Lane Manual 21.145(1)(a), and

NOW THEREFORE IT IS HEREBY ORDERED that two contracts totaling \$1,082,787 be awarded to the following agencies: RELIEF NURSERY \$582,480; BIRTH TO THREE \$500,307; and delegating authority to the County Administrator to execute the contracts

APPROVED this _____ day of _____, 2007.

Faye Stewart, Chair
BOARD OF LANE COUNTY COMMISSIONERS

APPROVED AS TO FORM

Date 10/29/07 lane county
J. Feidman
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF AWARDING CONTRACTS TO RELIEF NURSERY IN THE AMOUNT OF \$582,480 AND BIRTH TO THREE IN THE AMOUNT OF \$500,307 FOR LANE COUNTY HEALTHY START SERVICES FOR THE PERIOD 9/1/07 TO 6/30/09, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE CONTRACTS
