



CITY OF POMONA COUNCIL REPORT

November 21, 2022

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita De Frank, Neighborhood Services Director

**SUBJECT: AMENDMENT TO THE CONTRACT WITH OPEN BOX DESIGNS, LLC
TO PROVIDE COVID-19 COMMUNITY ENGAGEMENT
COORDINATION SERVICES**

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Amend the contract with Open Box Designs, LLC to provide COVID-19 community engagement coordination services in an amount not to exceed \$85,000, increasing the total award to \$184,000; and,
- 2) Authorize the City Manager or his designee to execute the contract and any amendments or extensions thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Approval of this action would allow the City of Pomona to amend an existing contract, with the first amendment, approved by the City Manager in the amount of \$99,000 with Open Box Designs LLC. This professional services contract provided funding for Pomona Connect from April 13, 2021 to June 30, 2022. The second amendment, in the amount of \$85,000, would increase the total award from \$99,000 to \$184,000 for the term of July 1, 2022 to June 30, 2023, and would allow the City to continue community engagement efforts.

FISCAL IMPACT:

The second amendment requested for \$85,000 is budgeted for this contract period in the Fiscal Year 2022-23 Amended Budget using Community Development Block Grant (CDBG) CARES Act funding in Account No. (194-1798-52285-65339).

PREVIOUS RELATED ACTION: On June 6, 2022, the City Council adopted the FY 2022-23 City Operating Budget and the FY 2022-23 Capital Improvement Program (CIP) Budget.

DISCUSSION:

On March 11, 2021, an informal Request for Proposals (RFP) was released to over 75 organizations. Only two organizations, including Open Box Designs LLC and Multicultural Business Alliance, responded to the RFP. A comprehensive bid review committee, including City of Pomona staff members and representatives from key COVID-19 partner agencies, selected Open Box Designs LLC as the most responsive bidder.

The initial contract was approved under the purchasing authority of the City Manager. The City Manager approved the initial professional services contract on April 13, 2021, in the amount of \$58,000 with Open Box Designs LLC from April 13, 2021 to December 31, 2021. To continue the efforts, the City Manager approved the first amendment to this contract on April 19, 2022, increasing the initial award of \$58,000 by \$41,000, bringing the total project award to \$99,000 for the term of January 1, 2022 to June 30, 2022. The requested second amendment of \$85,000 would increase the award from \$99,000 to \$184,000 for the term of July 1, 2022 to June 30, 2023.

COUNCIL PRIORITIES & GOALS: This item supports City Council Goal K: - to reduce the unsheltered homeless population by 10% annually and take actions to mitigate the impacts of homelessness on the community.

Prepared by:

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Homeless Programs Supervisor