

## **RESOLUTION NO. \_\_\_\_-2015**

### **RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WEST ENTERPRISE CENTER, INC. (DBA: WEST COMPANY) FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED MICRO-ENTERPRISE ASSISTANCE PROGRAM OPERATION AND AUTHORIZING CITY MANAGER TO EXECUTE SAME (AMOUNT NOT TO EXCEED \$232,558; ACCOUNT NO. 315-5020-0630)**

**WHEREAS**, the City was awarded a grant from the 2014 State Community Development Block Grant program for Microenterprise Assistance activities; and

**WHEREAS**, Program Operation tasks include provision of Microenterprise Technical Assistance, Support Services, and Financial Assistance activities for qualifying low- and moderate-income micro-entrepreneurs who reside in or currently operate or plan to operate a business in Fort Bragg City limits; and

**WHEREAS**, a Request for Proposals was released and broadly advertised on June 18, 2015, and responses were due on August 12, 2015; and

**WHEREAS**, the single proposal received was from West Enterprise Center, Inc. (DBA West Company); and

**WHEREAS**, on September 15, 2015, the City was notified that the State Department of Housing and Community Development authorized a Non-Competitive Proposal/sole source procurement process for award of the Microenterprise Assistance contract to West Enterprises, Inc.; and

**WHEREAS**, the Program is subject to the National Environmental Policy Act (NEPA) and is exempt pursuant to the Code of Federal Regulations, Title 24 Housing and Urban Development – Subpart D: Environmental Review Process, Section 58.34 – Exempt Activities (24 CFR 58.35(b)); and

**WHEREAS**, funds in the amount of \$232,559 have been appropriated in the FY 2016/2016 budget for this activity and sufficient funds are available for this contract; and

**WHEREAS**, based on all the evidence presented, the City Council finds as follows:

1. The City applied for and received grant funding for microenterprise assistance activities that is sufficient to pay for the contract.
2. After issuing a Request for Proposals and considering the qualifications of the sole respondent, West Enterprise Center, Inc. was found to be capable to perform the required tasks.
3. Authorization has been requested and received from the State Department of Housing and Community Development for a Non-Competitive Proposal/sole source procurement process.

4. Securing services from West Enterprise Center, Inc. will ensure provision of services for low- and moderate-income entrepreneurs that will benefit economic development in the City of Fort Bragg.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby approve a Professional Services Agreement with West Enterprise Center, Inc. (dba: West Company) for Community Development Block Grant funded Microenterprise Assistance Program Operation and Authorizes City Manager to Execute Same (amount Not to Exceed \$232,558; Account No. 315-5020-0630).

**The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 28<sup>th</sup> day of September, 2015, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**DAVE TURNER,**  
**Mayor**

**ATTEST:**

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**June Lemos**  
**City Clerk**