



City of Fort Bragg

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Legislation Text

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Adopt City Council Resolution Approving a Professional Services Agreement with West Enterprise Center, Inc. (dba: West Company) for Community Development Block Grant Funded Microenterprise Assistance Program Operation, and Authorizing City Manager to Execute Same (Amount Not to Exceed \$232,558; Account No. 315-5020-0630)

The City was awarded a 2014 Community Development Block Grant (CDBG #14-CDBG-9881) to fund a Microenterprise Assistance Program, including Technical Assistance, Support Services, and Financial Assistance activities. Per the CDBG grant, the Microenterprise Assistance Program will operate from the contract start date until October 31, 2017. On June 18, 2015, the City released a Request for Proposals (RFP) for consultant services to provide various program-related services and activities called for by the City's CDBG contract for Microenterprise Assistance. The RFP was mailed directly to twenty-two (22) consulting firms, posted on the City's website, emailed to 87 interested parties who had registered for notifications on the City's website, and submitted to the California Association for Local Economic Development (CALED). Proposals were due on August 12, 2015. Despite efforts for broad distribution of the RFP, the City received only one response, from West Enterprise Center, Inc. (West Company). West Company has successfully operated several prior Microenterprise Assistance Programs for the City, and West Company staff submitted a thorough application that addressed all tasks listed in the RFP. The City requested and received authorization from the State of California Department of Housing and Community Development on September 14, 2015, to use a Non-Competitive Proposals/Sole Source Procurement Process. Based upon prior successful experience with West Company, completeness of response to the RFP, and ability to complete specific tasks, staff recommends West Enterprise Center, Inc. as operator for the Microenterprise Assistance Program. The proposed consultant services agreement including scope of services and budget is attached to the Consent Calendar.