



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *March 31, 2020*

DATE: March 6, 2020

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
(775)785-8600, ahowell@washoecounty.us

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to award Request for Proposal (RFP) #3130-20 for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to Reno Initiative for Shelter and Equality (RISE,) for the term of fourteen (14) months commencing May 1, 2020 through June 30, 2021 with the provision for four (4), one (1) year renewals, in an amount of [\$1,983,333], plus up to [\$58,333] in possible reimbursements for hotels for the first fourteen months and an annual amount of [\$1,700,000], plus up to [\$50,000] in possible reimbursements for hotels; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement. (All Commission Districts)

SUMMARY

The agency is requesting the board to award the Request for Proposal (RFP) #3130-20 for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to Reno Initiative for Shelter and Equality (RISE.) The shelter operator will provide staff to ensure the facility is monitored, clean, and safe and will also respond to resident needs or concerns while treating shelter residents in a supportive and compassionate manner.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

No previous actions.

BACKGROUND

This contract is to assist with the operational staffing of an Emergency Shelter for women and families experiencing homelessness. The selected operator is charged with the responsibilities of shelter operations to ensure residents are keeping their space in the facility clean and safe and that shelter guests are treated with respect and compassion to include checking shelter guests in and out of the facilities, responding to any safety or

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cleanliness concerns, providing general monitoring of activities, and resolving and reporting any critical incidents that occur to the appropriate party.

The breakdown of funding is as follows:

- \$1,700,000 for operational costs
- \$50,000 per fiscal year for direct reimbursable for hotel services, if expenses are incurred. Hotels expense would occur in the event the shelter is not able to immediately accommodate a client.

FISCAL IMPACT

Should the Board approve this agreement there will be no additional impact to the Human Services Agency's FY20 and FY21 budgets as there is sufficient authority in cost center 221230 (Vulnerable Populations Support) and GL# 710100 (Professional Services) for each fiscal year.

RECOMMENDATION

Recommendation to award Request for Proposal (RFP) #3130-20 for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to Reno Initiative for Shelter and Equality (RISE,) for the term of fourteen (14) months commencing May 1, 2020 through June 30, 2021 with the provision for four (4), one (1) year renewals, in an amount of [\$1,983,333], plus up to [\$58,333] in possible reimbursements for hotels for the first fourteen months and an annual amount of [\$1,700,000], plus up to [\$50,000] in possible reimbursements for hotels; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "Move to award Request for Proposal (RFP) #3130-20 for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to Reno Initiative for Shelter and Equality (RISE,) for the term of fourteen (14) months commencing May 1, 2020 through June 30, 2021 with the provision for four (4), one (1) year renewals, in an amount of [\$1,983,333], plus up to [\$58,333] in possible reimbursements for hotels for the first fourteen months and an annual amount of [\$1,700,000], plus up to [\$50,000] in possible reimbursements for hotels; and authorize the Purchasing and Contracts Manager to execute the Agreement.