WASHOE COUNTY

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STAFF REPORT
BOARD MEETING DATE: *June 28, 2022*

DATE: June 7, 2022

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
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THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to: (1) approve Amendment #8 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus, which authorizes an increase in the amount of [$457,313.00] for the term of July 1, 2022 through June 30, 2023, including subsequent renewal periods, for contract amount not to exceed [$2,757,313.00] annually in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic; (2) authorize the Purchasing and Contracts Manager to execute the amendment; and if approved, (3) direct the Comptroller's Office to make the necessary Comptroller's Office to make the necessary budget amendments. (All Commission Districts).

SUMMARY

The Human Services Agency is requesting the Board: (1) approve Amendment #8 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus, which authorizes an increase in the amount of [$457,313.00] for the term of July 1, 2022 through June 30, 2023, including subsequent renewal periods, for contract amount not to exceed [$2,757,313.00] annually in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic; (2) authorize the Purchasing and Contracts Manager to execute the amendment; and if approved, (3) direct the Comptroller's Office to make the necessary Comptroller's Office to make the necessary budget amendments.

Washoe County Strategic Objective supported by this item: Vulnerable Populations

PREVIOUS ACTION

On January 25, 2022, the Board approved: (1) Amendment #7 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter

on the Our Place campus, authorizing a one-time payment of [$350,000] immediately upon execution of this Amendment in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic for a total not to exceed [$2,650,000] retroactive for the period of July 1, 2021 through June 30, 2022.

On March 23, 2021, the Board approved: (1) Amendment #4 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus, which (a) authorizes an increase for hotel cost reimbursements in the amount up to [$200,000] retroactive for the term of March 1, 2021 through June 30, 2021, (b) authorizes an increase in the amount of [$60,000] for a total not to exceed [$2,313,333] retroactive for the term of March 1, 2021 through June 30, 2021 to support additional RISE staffing needed in Building 8C on the Washoe County Human Services Agency's Our Place Campus, (c) authorizes an increase in the amount of [$180,000] for a total not to exceed [$2,300,000] to the four (4) renewal periods to support RISE staffing on the Washoe County Human Services Agency's Our Place Campus; (2) authorize the Purchasing and Contracts Manager to execute the amendment and revise the Purchase Order; (3) approve the use of General Fund Contingency in the amount of [$260,000.00] for unbudgeted expenditures for Fiscal Year 2021.

On January 12, 2021, the Board approved Amendment #3 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to: (1) authorize an increase in the amount of [$150,000] retroactive for the term of December 31, 2020 through June 30, 2021 for contract amount not to exceed [$2,253,333] to support additional RISE staffing needed in Building 8B on the Washoe County Human Services Agency's Our Place Campus, (2) authorize an increase of [$300,000] to the four (4) renewal periods for a contract amount not to exceed [$2,120,000] to support additional RISE staffing needed in Building 8B on the Washoe County Human Services Agency's Our Place Campus.

On November 17, 2020, the Board approved Amendment #2 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus to: (1) include a one-time payment in the amount of [$100,000] that exceeded the original [$1,983,333] contract amount as a result of an increased need for services due to COVID-19 retroactive for the period of July 1, 2020 through September 30, 2020, (2) authorize an increase in the amount of [$120,000] to support increased staffing needs, for a total payment amount of [$2,103,333] retroactive for the term of May 1, 2020 through June 30, 2021, (3) authorize an increase of [$120,000] to the four (4) renewal periods for a contract amount not to exceed [$1,820,000], plus up to [$50,000] in possible reimbursements for hotels.

On May 19, 2020, the BCC approved the Fiscal Year 2021 Final Washoe County Budget, which included $750,000.00 of General Fund Contingency.

On March 31, 2020, the Board awarded 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.

BACKGROUND

Reno Initiative for Shelter and Equality (RISE) was awarded Request for Proposal (RFP) #3130-20 for Facility Operator of Our Place Women and Family Shelter on the Our Place campus on March 31, 2020, to assist with the operational staffing of an Emergency Shelter for women and families experiencing homelessness. RISE 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 cleanliness concerns, providing general monitoring of activities, and resolving and reporting any critical incidents that occur to the appropriate party.

Due to COVID pandemic supporting the unsheltered population has presented many challenges including the ability to retain and recruit staff to support shelter operations at the Our Place Campus. With that said, the Agency is requesting the Board to approve an increase to the contract's total not to exceed amount if the amount of $457,313.00 annually in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic.

On April 2, 2021, Amendment #5 was executed adjusting the monthly invoice amount in an amount up to $215,000 per month.

On September 9, 2021, Amendment #6 was executed allowing for bi-monthly invoicing. Additionally, authorizing an increase for hotel cost reimbursements in the amount up to $80,000 per fiscal year.

FISCAL IMPACT

Should the Board approve Amendment #8 there will be no additional impact to the Human Services Agency's FY23 proposed budget as authority exists within the Homeless Fund (F223), HSA Our Place (C223230) in Professional Services (710100) and Residential Assistance (710734), HSA TADS (C223260) in Professional Services (710100), and within the Child Protective Services Fund (F228), F228 Undesignated C280999 in Other Expense (710500).

RECOMMENDATION

It is recommended the Board approve: (1) approve Amendment #8 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus, which authorizes an increase in the amount of [$457,313.00] for the term of July 1, 2022 through June 30, 2023, including subsequent renewal periods, for contract amount not to exceed [$2,757,313.00] annually in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic; (2) authorize the Purchasing and Contracts Manager to

execute the amendment; and if approved, (3) direct the Comptroller's Office to make the necessary Comptroller's Office to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to: (1) approve Amendment #8 to the contract currently awarded to Reno Initiative for Shelter and Equality (RISE) (awarded Request for Proposal (RFP) #3130-20) for Facility Operator of Our Place Women and Family Shelter on the Our Place campus, which authorizes an increase in the amount of [$457,313.00] for the term of July 1, 2022 through June 30, 2023, including subsequent renewal periods, for contract amount not to exceed [$2,757,313.00] annually in support of the retention and recruitment of shelter staff and increased expenses due to inflation as a result of the COVID pandemic; (2) authorize the Purchasing and Contracts Manager to execute the amendment; and if approved, (3) direct the Comptroller's Office to make the necessary Comptroller's Office to make the necessary budget amendments."