



## Takoma Park City Council Meeting – January 25, 2017 Agenda Item 1

### **Voting Session – Consent Item**

Single Reading Ordinance Authorizing Execution of Contract for Services with iCan Shine, Inc.

### **Recommended Council Action**

Approve Ordinance

### **Context with Key Issues**

Council is asked to authorize the execution of a contract for services with iCan Shine, Inc. for the iCan Bike Camp, scheduled for the week of June 26, 2017. The camp, sponsored by the City's Safe Routes to School program and first offered in 2015, is a week-long "learn to ride" bike camp for individuals with disabilities. Programming is provided by [iCan Shine, Inc.](#), a nonprofit based in Pennsylvania, and includes trained instructors, a bike technician and specially adapted bikes. In July 2016, a total of 28 children, aided by roughly 50 volunteers, participated in the camp.

iCan Shine, as noted in the accompanying memorandum, has been found to be a sole source provider in accordance with City Code Chapter 7.08.070(D).

### **Council Priority**

A Livable Community for All - Identify youth and family programming needs in the community, especially for our more vulnerable residents including but not limited to those in lower income and immigrant families and those with developmental disabilities, and develop approaches to meet those needs.

### **Environmental Impact of Action**

N/A

### **Fiscal Impact of Action**

Cost of \$11,000 includes fee for services and associated lodging is included in the FY17 budget.

### **Attachments and Links**

- Ordinance Authorizing Execution of Contract for Services with iCan Shine, Inc.
- Sole Source Provider Determination (Memorandum)
- [Safe Routes to School program](#)



City of Takoma Park, Maryland

## Memorandum

**TO:** Mayor and City Council Members

**FROM:** Suzanne R. Ludlow, City Manager

**DATE:** January 25, 2017

**SUBJECT:** Sole Source Procurement Determination - iCan Shine, Inc.

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City Code Chapter 7.08.070 (D) authorizes the award of a contract for a good, service, or construction item without competitive bidding if a determination is made by the City Manager that there is only one available source or if a specific product or service is required to ensure compatibility with existing operations or facility.

The Housing and Community Development Department, preparing for a summer bike camp for individuals with disabilities, has proposed the use of the vendor, iCan Shine, Inc. The organization, a nonprofit based in Pennsylvania, provides educational opportunities in a recreational setting for individuals with developmental disabilities. Their iCan Bike camps, offered by the City over the past two summers, are nationally known and have proven to be successful in providing participants with the skills and confidence needed to ride a conventional bike.

The Department has conducted an extensive internet search for other organizations providing similar services, and learned that iCan Shine, Inc. is the only organization offering this type of programming and support services. Based on its research, the Department has asked that the organization be considered a sole source provider under the conditions set forth in City Code.

I concur with the Department's findings and have determined iCan Shine, Inc. to be a sole source provider as defined by City Code Chapter 7.080.070(D).

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. -**

**AUTHORIZING EXECUTION OF A CONTRACT FOR SERVICES  
WITH ICAN SHINE, INC.**

WHEREAS, the Takoma Park City Council has identified as a programming priority, the development and provision of programming that addresses the needs of the community's most vulnerable populations including those with disabilities; and

WHEREAS, the Takoma Park Safe Routes to School program aims to encourage biking and educate city students about the best practices for staying safe while biking regardless of physical or intellectual ability; and

WHEREAS, the Council recognizes that individuals with developmental disabilities may need specialized methods to learn how to ride a bike; and

WHEREAS, the City has sponsored two highly successful specialized summer bike camps in conjunction with its Safe Routes to School program, working with iCan Shine, Inc. to provide students with disabilities with the skills needed to bike safely and confidently; and

WHEREAS, iCan Shine, Inc., a nonprofit organization focusing on the provision of quality learning experiences for individual with disabilities in a recreational setting, has been identified as a sole source provider in accordance with City Code Chapter 7.08.070(D); and

WEHREAS, the City has included funding for a third bike camp, scheduled for the week of June 26, 2017, in its FY17 budget.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:**

Section 1. The City Manager is authorized to enter into a contract for services for the upcoming bike camp with iCan Shine, Inc. in an amount not to exceed \$11,000.00.

Section 2. This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of January, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT