



Takoma Park City Council Meeting – July 12, 2017 Agenda Item 4A and 4B

Voting Session (Consent Agenda)

Single Reading Ordinance Authorizing Award of Contract for Services to Adventist Community Services of Greater Washington, Inc.

Single Reading Ordinance Authorizing Award of Contract for Services to EduCare Support Services, Inc.

Recommended Council Action

Adopt Ordinances

Context with Key Issues

The [Community Partners Program \(CP2\)](#) was established by the City Council in 2016 “to provide services that augment but do not duplicate existing City programming, advance Council priorities, and provide residents with support and resources needed to meet fundamental human needs.” The growing food insecurity challenges faced by residents was identified by City staff as a fundamental need that could be addressed through the program. A total of \$15,000 in Community Partnership Program funds were set aside for this initiative.

A Request for Proposals ([RFP #HCD 2017-03-01](#)) for services designed to secure and distribute quality nutritious foodstuffs to Takoma Park’s low income households and food insecure individuals was issued by the HCD Department to address this need for services. Fourteen area organizations were directly notified of the opportunity with representatives from five of the organizations participating in an informational meeting held by staff. Proposals were submitted by [Adventist Community Services of Greater Washington, Inc.](#) and [EduCare Support Services, Inc.](#) Upon receipt of their proposals, staff submitted clarifying questions to each of the respondents, visited their existing food pantry sites, contacted identified partners and beneficiaries, and interviewed references. Both proposals were found to be in compliance with the requirements set forth in the Request for Proposals.

Given the strengths of each proposal and recognizing the differences in the agencies’ respective operational models and business plans, staff is recommending the execution of a one year contract for services with each agency for an amount not to exceed \$7,500. At the end of the initial contract, the City Manager would have the discretion to renew either contract for up to three additional one-year terms based on a several factors including the total number of individuals and households served by the agency, the number of new clients provided food assistance during the term of the contract, feedback collected from program beneficiaries, and the timeliness of required progress reports, invoices, and other required deliverables.

Council Priority

A Livable Community for All; Environmentally Sustainable Community

Environmental Impact of Action

N/A

Fiscal Impact of Action

\$15,000

Racial Equity

We believe that this Council action will positively impact people of color.

An estimated 7% of Montgomery County's population is food insecure according to a January 2017 report issued by the County Executive in collaboration with the Montgomery County Food Council. A Hunger Heat Map developed by the Capital Area Food Bank and included in the report, estimates that between 11.1% and 16.0% of the residents of Wards 2, 4 and 6 and portions of Ward 1 and 3 are food insecure. Ward 5 is identified as having the highest rate of food insecurity in Takoma Park where an estimated 16.1% to 22.7% of the population is believed to be food insecure. Roughly 70% of the residents of Ward 5 identify as being persons of color.

Attachments and Links

- Ordinances Authorizing Award of Contract for Services
- Request for Proposals ([RFP #HCD 2017-03-02](#))
- [A Food Secure Montgomery: A 5-Year Strategic Plan](#) (January 2017)

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2017-

**AUTHORIZING AWARD OF CONTRACT FOR SERVICES TO
ADVENTIST COMMUNITY SERVICES OF GREATER WASHINGTON, INC.**

WHEREAS, the Community Partners Program (CP2) was established by the Council to provide services that augment but do not duplicate existing City programming, advance Council priorities, and provide residents with support and resources needed to meet fundamental human needs; and

WHEREAS, the growing food insecurity challenges faced by residents was identified by the City as a fundamental need that could be addressed through the CP2 program; and

WHEREAS, a Request for Proposals for services typically provided by a food pantry and required to secure and distribute quality nutritious foodstuffs to Takoma Park's low income households and food insecure individuals was developed and released on March 1, 2017; and

WHEREAS, proposals were submitted by Adventist Community Services of Greater Washington, Inc. ("ACSGW") and EduCare Support Services, Inc. ("EduCare"); and

WHEREAS, both ACSGW and EduCare, having operated successful food pantries in the community for several years, were found to have submitted responsive and responsible proposals; and

WHEREAS, the FY18 budget includes funding in the amount of \$15,000 in the Community Partners Program budget for services related to the operation of a food pantry benefitting Takoma Park residents; and

WHEREAS, the Housing and Community Development Department has proposed the execution of a separate contract for desired food pantry services with each organization and the equal allocation of budgeted funds between the two proposed contracts for services.

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

SECTION 1. The City Manager or her designee is authorized to enter into a contract with ADVENTIST COMMUNITY SERVICES OF GREATER WASHINGTON, INC. for services related to the Food Pantry Program for a fee of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500.00).

SECTION 2. The City Manager is further authorized to renew, as appropriate, such contract for up to three additional one-year terms.

SECTION 3. This Ordinance shall become effective immediately.

ADOPTED this ___th day of _____, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2017-

**AUTHORIZING AWARD OF CONTRACT FOR SERVICES TO
EDUCARE SUPPORT SERVICES, INC.**

WHEREAS, the Community Partners Program (CP2) was established by the Council to provide services that augment but do not duplicate existing City programming, advance Council priorities, and provide residents with support and resources needed to meet fundamental human needs; and

WHEREAS, the growing food insecurity challenges faced by residents was identified by the City as a fundamental need that could be addressed through the CP2 program; and

WHEREAS, a Request for Proposals for services typically provided by a food pantry and required to secure and distribute quality nutritious foodstuffs to Takoma Park's low income households and food insecure individuals was developed and released on March 1, 2017; and

WHEREAS, proposals were submitted by EduCare Support Services, Inc. ("EduCare") and Adventist Community Services of Greater Washington, Inc. ("ACSGW"); and

WHEREAS, both EduCare and ACSGW, having operated successful food pantries in the community for several years, were found to have submitted responsive and responsible proposals; and

WHEREAS, the FY18 budget includes funding in the amount of \$15,000 in the Community Partners Program budget for services related to the operation of a food pantry benefitting Takoma Park residents; and

WHEREAS, the Housing and Community Development Department has proposed the execution of a separate contract for desired food pantry services with each organization and the equal allocation of budgeted funds between the two proposed contracts for services.

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

SECTION 1. The City Manager or her designee is authorized to enter into a contract with EDUCARE SUPPORT SERVICES, INC. for services related to the Food Pantry Program for a fee of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500.00).

SECTION 2. The City Manager is further authorized to renew, as appropriate, such contract for up to three additional one-year terms.

SECTION 3. This Ordinance shall become effective immediately.

ADOPTED this ___th day of _____, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: