

**CITY OF BETHLEHEM**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**SUBJECT:** Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: Community Health Needs Assessment Focus Groups

**TO:** City Council, all members, and Council Solicitor

**FROM:** Alicia Karner, Department Head

**DATE:** September 19, 2019

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On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

\_\_\_\_\_ The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

\_\_\_\_\_ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

  x   The contract is for the engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services. We recommend award of the contract.

- Is the contract appropriation or price increase included in this year's budget?   X   yes      no
- Identify contract funding sources (general fund, grants, loans, etc.....):  
General Fund and grant dollars
- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:  
Capacity for Change, LLC  
911 General Wayne Drive  
West Chester, PA 19382

- **Term of contract or estimated completion date, subject to standard extensions:**  
May 31, 2020 completion date
- **Description of project or scope of services to be provided:**  
Capacity for Change will assist the Bethlehem Health Bureau with the creation of a new strategic plan. The scope of services includes:
  - Review all documents and plans that will be incorporated into the strategic plan.
  - Prepare the agenda/materials and facilitate three two-hour leadership team planning meetings either in person or via Zoom videoconference.
  - Design, write, edit and deliverable a three to five year strategic plan, inclusive of goals, objectives, key performance measures and a progress measurement dashboard.
  - Ongoing communication with project leaders by e-mail and phone as needed.
- **State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:**  
\$9,850
- **Number of renewal term options and duration of each renewal, if any:**  
N/A
- **Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:**  
N/A
- **Reasons for recommendation of Administration and Council approval of contract:**

Capacity for Change has recently assisted both the United Way and the Bethlehem Area School District with strategic planning and has done an excellent job.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter

By: 

Department Head

Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller

Attachment: proposed resolution

RESOLUTION NO. \_\_\_\_\_

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated September 19, 2019:

1. Name of Contractor: Capacity for Change, LLC.
- 2.
3. Project or Contract Reference: Community Health Needs Assessment Focus Groups

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk