

**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 10, 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.....):

Grant Funding

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:  
Cedar Crest College  
100 College Drive  
Allentown, PA 18104

- Term of contract or estimated completion date, subject to standard extensions:  
December 31, 2019 completion date

- Description of project or scope of services to be provided:  
Dr. Scott Hoke and Dr. Kerrie Baker will contract with the Bethlehem Health Bureau for the following services:

1. Focus Groups – We will conduct three focus groups with three different populations of Bethlehem residents, as identified by officials from the Health Bureau. We would prefer to have contact information and targeted populations provided to us, given the relatively quick turn-around for the work. The focus groups would consist of between 5-12 residents.
2. Focus group questions – We will work with officials from the Health Bureau in developing the list of questions that will be used in the focus group interviews.
3. Thematic analysis – we will provide a thematic analysis of each focus group as well as a synthesized thematic analysis of all three focus groups.
4. Audio recordings – We will supply the audio recording files of each focus group.

IRB approval – We will submit all of the necessary IRB paperwork through the IRB Committee at Cedar Crest College. That would include release forms that will be signed by each of the participants.

- 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:  
\$1,000

- 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:

Dr. Hoke and Dr. Baker have experience in facilitating focus groups and have assisted other organizations with community health needs assessments in the past.

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 10, 2019:

1. Name of Contractor: Cedar Crest College
- 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