

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: Strategic Consulting Services-Plan for 2023-2026

TO: City Council, all members, and Council Solicitor

FROM: Kristen Wenrich, Health Director

DATE: January 13, 2023

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 a proposal for professional services in connection with above referenced project. We recommend award of the contract to:

- 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
- The name and address of the recommended Professional Service Provider are:
Capacity for Change
911 General Wayne Drive
West Chester, PA 19382
- Term of contract or estimated completion date, subject to standard extensions:
July 31, 2023

- Description of project or scope of services to be provided:
Capacity for Change will provide strategy consulting services to the City of Bethlehem for the creation of a strategic plan for 2023-26.

Deliverables

1. Review relevant organizational governance, programmatic, and financial documents, reports, and publications, as well as current Accreditation Standards.
2. Facilitate up to nine (9) biweekly 60-minute strategic planning meetings via Zoom videoconference with the Health Director and key staff to achieve the outcomes detailed in the Project Overview.
3. Field and analyze the results of an online strategic planning survey for key stakeholders.
4. Conduct an external scan of national trends and promising practices.
5. Design, draft, edit, and deliver the City of Bethlehem Health Bureau Strategic Plan 2023 - 2026 for Health Director review and approval.
6. Manage the project, including ongoing communications via phone, email, videoconference, and online collaboration tools as necessary.

- 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:
\$12,600
- 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:
- Reasons for recommendation of Administration and Council approval of contract:
Capacity for Change has expertise in conducting strategic plans for various organizations and assisted the Health Bureau during the last strategic planning process.

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
Project Manager

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

1. Name of Contractor: Capacity for Change
2. Project or Contract Reference: Strategic Consulting Services-Plan for 2023-2026

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk