

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: 2023 55 LGBTQ+ Community Training

TO: City Council, all members, and Council Solicitor

FROM: Janine Santoro

DATE: September 12, 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: Bradbury-Sullivan

- 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.....):
Workforce Development Grant – 0302-42213
- The name and address of the recommended Professional Service Provider are:
Bradbury-Sullivan LGBT Community Center
522 W Maple St, Allentown, PA 18101
- Term of contract or estimated completion date, subject to standard extensions:
November 30, 2023
- Description of project or scope of services to be provided:
To provide five 2-hour training workshops and a recorded workshop available for staff that are unable to attend in person. The workshop description is as follows:

Affirming and Welcoming our LGBTQ+ Community - 1000\$ (1-2hrs)

Description:

Research tells us that LGBTQ+ people are often discriminated against while we're just trying to live our lives and enjoy everything from doctor's offices to post offices. This training focuses on direct actions to welcome and support the LGBTQ+ community. This training is great for businesses and other organizations that want to ensure they're serving LGBTQ+ clients and customers.

Objectives:

- Learn current foundational LGBTQ+ terminology and concepts.
 - Understand pronouns and their role in LGBTQ+ inclusion.
 - Explore key approaches for affirming and supporting LGBTQ+ team members.
 - Discuss tactics for creating welcoming spaces for the LGBTQ+ Community.
- 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:
\$5,000
 - Number of renewal term options and duration of each renewal, if any:
0
 - Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:
0
 - Reasons for recommendation of Administration and Council approval of contract:
Our administration strives to be proactive in creating a welcoming and inclusive place to work and create cultural competency among leadership in all bureaus and departments. This training will create a space for staff to learn more about LGBTQIA+ concepts and empower them to identify and address concerns that might come up internally or in the public sphere about how we provide services to the public and honor the identities of those who work for the City of Bethlehem.

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.

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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.

- 1. Name of Contractor: Bradbury Sullivan LGBT Community Center
- 2. Project or Contract Reference: 2023 55 LGBTQ+ Community Training

Sponsored by _____

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

President of Council

ATTEST:

City Clerk