

**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: 2025 50 Health Bureau Strategic Plan-Amendment 1

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

**FROM:** Kristen Wenrich, Health Director

**DATE:** September 9, 2026

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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 that are related to the above-referenced project. Therefore, we recommend award of these services via an amendment to the existing 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.....):  
Public Health Infrastructure Grant (0302-42213)
- 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:  
The original term of the contract expired on June 30, 2026. It is requested that the contract be extended to June 30, 2027.
- Description of project or scope of services to be provided:  
The original scope of work of completing the Health Bureau's strategic plan remains unchanged. The additional scope of work will include the completion of a separate communication plan.
- 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:  
The additional scope of work is \$49,000, which is fully covered by the Public Health Infrastructure grant and budgeted accordingly.
- 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 facilitated the previous three strategic planning processes for the Bethlehem Health Bureau and has developed a strong understanding of our operations, priorities, and community context. Their extensive experience with the Health Bureau and expertise in strategic planning position them well to complete the communication planning process and ensure that it is closely aligned with the Bureau's strategic priorities. Utilizing Capacity for Change will also provide continuity between the Bureau's strategic planning and communication planning efforts and allow the communication plan to build upon the work already completed.

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. 2026-\_\_\_\_\_**

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: Capacity for Change, LLC
2. Project or Contract Reference: 2025 50 Health Bureau Strategic Plan – Amendment 1

Sponsored by: /s/ \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

/s/ \_\_\_\_\_  
President of Council

ATTEST:

/s/ \_\_\_\_\_  
City Clerk