



**Authorization to Enter into a Contract for Federally Mandated Comprehensive Community Needs Assessment (Ordinance S-44709)**

Request to authorize the City Manager, or his designee, to enter into a contract with Burns & Associates, Inc. to provide a federally mandated comprehensive community needs assessment for the Human Services Department (HSD). Further request authorization for the City Controller to disburse all funds related to this item for the life of the contract. The aggregate value of the contract will not exceed \$120,000.

**Summary**

Every three years, the U.S. Department of Health and Human Services (DHHS) requires HSD to perform a community assessment of its service area to determine whether there have been significant changes in the demographics and needs of the participants. The assessment must be updated to better serve adults, children and families. The assessment data is analyzed and information is used in HSD's planning process including but not limited to, the long-term and short-term goals, program and fiscal considerations such as the philosophy, needed services, program options, recruitment area, and the selection criteria. The consultant will conduct a comprehensive community assessment for HSD in the first year of the contract. In the subsequent two years, the consultant will review the community assessment and complete and submit brief updates.

HSD recommends the City enter into a contract with Burns & Associates, Inc. for this comprehensive community needs assessment.

**Procurement Information**

In accordance with City of Phoenix Administrative Regulation 3.10, a solicitation was completed. HSD received four offers, all of which were determined to be responsive to the solicitation requirements. Burns & Associates, Inc. was determined to be the most highly rated, responsible offeror and therefore is recommended for award.

Burns & Associates, Inc.: 784 points.  
Keen Independent Research, LLC: 754 points.  
LeCroy & Milligan Associates, Inc.: 550 points.  
Public Works, LLC: 472 points.

**Contract Term**

The contract term will begin on July 1, 2018 and expire on June 30, 2019, with two one-year options to extend, for an aggregate contract term of three years.

**Financial Impact**

Expenditures are not to exceed \$120,000 over the life of the contract. Funds are available from a combination of Community Services Block Grant, U.S. Department of Health and Human Services, Administration of Children, Youth and Families, and City of Phoenix General Funds.

**Responsible Department**

This item is submitted by Deputy City Manager Deanna Jonovich and the Human Services Department.