



CITY OF ALLENTOWN

No. 53

RESOLUTION

R - 2023

Introduced by the Administration on March 15, 2023

Authorization for Contract with Kulik Strategic Advisers in the amount of \$178,400.00 to provide a community health needs assessment and a community health improvement plan. The United States Centers for Disease Control and Prevention (CDC) establishes the public health activities that all communities should undertake to protect and promote the health of all people in the "10 Essential Public Health Services (EPHS)." These activities begin with the process of assessment; in order to know how health can be improved, a jurisdiction must first understand its needs, strengths, and assets. Therefore, community health needs assessment and a community health improvement plan is a key function of health departments, multiple bidders.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Kulik Strategic Advisers
2. Project or Contract Reference: RFP No. 2022-48
3. Description of Service(s): Contractor to provide a community health assessment and a community health improvement plan. The United States Centers for Disease Control and Prevention (CDC) establishes the public health activities that all communities should undertake to protect and promote the health of all people in the "10 Essential Public Health Services (EPHS)." These activities begin with the process of assessment; in order to know how health can be improved, a jurisdiction must first understand its needs, strengths, and assets. Therefore, community health assessment and a community health improvement plan is a key function of health departments.

NOW, THEREFORE, BE IT RESOLVED , on this the 15th day of March, 2023, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and 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 above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2022-48 Community Health Needs Assessment-Community Health Improvement Plan

TO: City Council, City Clerk, and Council Solicitor

FROM: David Synnamon, Department Head

DATE: March 2, 2023

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X 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.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

35th Street Consulting, LLC – P.O. 590 125 Broemel Place, Pennington, NJ 08534 - \$123,000.00

DataGen, Inc. – 1 Empire Drive, Rensselaer, New York 12144 - \$204,000.00 for 12 months, then \$295 per hour for Professional Services for hours worked months 13 through 18

ECG Management Consultants – 4300 Wilson Boulevard, Suite 625, Arlington, VA 22203 - \$176,000.00 to \$204,000.00, which represent an estimated 510-590 consulting hours with a blended hourly rate of \$346

Hailstone Economic, LLC – 550 Clay Avenue, Suite 5B, Scranton, PA 18510 - \$78,750.00

Kleinhaus Consulting Group, LLC – 3621 Swan Lane, Pensacola, FL 32504 - \$117,200.00

Lehigh University – 27 Memorial Drive West, Bethlehem, PA 18015 - \$133,650.00

Strategy Solutions, Inc. – 8425 Peach Street, Erie, PA 16509 - \$99,076.00 or \$101,751.00

Tandem Senior Living Advisors d/b/a Holleran Consulting – P.O. Box 98, Wrightsville, PA 17368 \$49,725.00 plus traveling expenses

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Kulik Strategic Adviser, Inc. – 245 Hickory Nut Trail, Dawsonville, GA 30534

Contract Consideration: \$178,400.00 892 total professional hours
Phase 1: \$2,400.00 Phase 2: \$2,000.00 Phase 3: \$122,000.00
Phase 4: \$36,000.00 Phase 5: \$16,000.00
Funding Source: 000-09-0908-0019-46

- Description of project or scope of services to be provided:

On December 13, 2022, the City advertised a solicitation for Community Health Needs Assessment-Community Health Improvement Plan, seeking a most qualified contractor to provide a community health assessment and a community health improvement plan. The United States Centers for Disease Control and Prevention (CDC) establishes the public health activities that all communities should undertake to protect and promote the health of all people in the "10 Essential Public Health Services (EPHS)." These activities begin with the process of assessment; in order to know how health can be improved, a jurisdiction must first understand its needs, strengths, and assets. Therefore, community health assessment and a community health improvement plan is a key function of health departments. On January 10, 2023 the public opening was held for which the City received nine (9) proposals and were distributed to all committee members via TEAMS for evaluation. The technical evaluation was held on February 1, 2023. All committee members were present via Teams. The Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Ability to Meet RFP Requirements (20 Points), Firm's Experience (20 Points), Project Plan (20 Points), and References (20 Points). Cost proposals were opened on February 1, 2023. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on February 6, 2023. All scoring committee members were present via Teams. The committee members discussed the cost proposals. After discussion the committee members scored the Proposals based on Cost (20 Points). The Committee made the recommendation to proceed with Oral interviews with the top three rating firms, 35th Street Consulting, Kulik Strategic Advisers, Inc and Strategy Solutions Inc. The Committee did not feel it necessary to interview the other firms. The oral interview meetings occurred on February 20, 2023. 35th Street Consulting presented at 11:00 AM, Kulik Strategic Advisers presented at 12:00 PM, and Strategy Solutions, Inc presented at 2:00 PM. Not all scoring committee members could attend the meeting, so their scores were removed. After discussion the committee members scored the oral interview (15 Points). The Committee made the recommendation to award to the highest scoring firm. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Kulik Strategic Advisers, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease 18 months thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon, written agreement, this contract may be extended for up to an additional three (3) months beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: David Synnamon, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution