

July 20, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #2 expanding the scope of work, extending the term, and increasing the value of a contract with Clackamas Service Center, Inc. for outreach & engagement and on-call emergency services. Amendment value is \$290,149 for 1 year, contract value is increased to \$476,649 for 1.67 years. Funding is through the Supportive Housing Services Measure. No County General Funds are involved.

Previous Board Action/Review	11/03/2022 – 20221103 I.A – Contract #10825 and assignment from HACC to the County approved 2/27/2023 – Amendment #1-No Cost change to the scope Briefed at Issues – July 18, 2023		
Performance Clackamas	1. This funding aligns with H3S's Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County's Performance Clackamas goal to ensure safe, healthy, and secure communities.		
Counsel Review	Yes	Procurement Review	No
Contact Person	Vahid Brown, HCDD Deputy Director	Contact Phone	(971)332-9870

EXECUTIVE SUMMARY: The Housing and Community Development Division of Health, Housing and Human Services requests approval of Amendment #2 of a contract with Clackamas Service Center to expand the scope of work, extend the term through June 30, 2024, and increase the contract value.

Clackamas Service Center, Inc. (CSC) is a nonprofit agency located at 8800 SE 80th Ave in Clackamas County. CSC provides an array of services including meals, groceries, access to hot showers, mail access, clothing, connections to health providers, referrals to benefits and resources, and other serves, in addition to being an entry point for Coordinated Housing Access (CHA). They partner with several local agencies for resource connection and service coordination to serve people experiencing homelessness and those who are imminently at risk of experiencing homelessness.

In addition to extending current services for an additional year, this amendment expands the

For Filing Use Only

July 20, 2023

scope to include a new housing specialist that will assist with meeting the goal of serving 300 families per year with outreach and connections to housing and services, thus allowing the organization's management team to focus on internal operations and organizational development.

RECOMMENDATION: Staff respectfully recommends the Board approve Amendment #2 to contract #10825 with Clackamas Service Center, Inc. to provide outreach and engagement services and on-call emergency services.

Respectfully submitted,

Rodney A. Cook

Rodney A. Cook
Health, Housing & Human Services

Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 • Phone (503) 650-5697 • Fax (503) 655-8677

www.clackamas.us

AMENDMENT #2
TO THE CONTRACT DOCUMENTS WITH CLACKAMAS SERVICE CENTER, INC. FOR
OUTREACH & ENGAGEMENT AND ON-CALL EMERGENCY SERVICES
Contract #10825

This Amendment #2 is entered into between Clackamas Service Center, Inc. (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents originally entered into between Contractor and the Housing Authority of Clackamas County on December 01, 2022. (“Contract”).

1. ARTICLE I, Section 1. Effective Date and Duration is hereby amended as follows:

The Contract term is extended to June 30, 2024. The Contract may be extended, upon execution of a written amendment(s) by both parties, for up to three (3) one-year terms. By execution of this Amendment #2, the parties have agreed to exercise the first one-year renewal.

Prior to consideration of any additional optional renewal, the County will provide Contractor with an allocation amount of funds County has determined are available for the one-year renewal term. Upon receipt of the allocation amount, the Contractor will submit a proposed annual budget to the County based on that amount. The County may either agree to the proposed annual budget and exercise the renewal, negotiate with Contractor to use a different proposed annual budget, or reject the proposed annual budget and decline to renew the Contract.

2. ARTICLE I, Section 3. Consideration is hereby amended as follows:

In consideration for Contractor performing Work during the extended term of the Contract, County shall pay Contractor an amount not to exceed a sum not to exceed Two Hundred Ninety Thousand One Hundred Forty-Nine Dollars (**\$290,149.00**), as set forth in the amended budget attached hereto as Exhibit C to this Amendment #2. Consideration rates are on a reimbursement basis in accordance with the Contract.

ORIGINAL CONTRACT	\$ 186,500.00
AMENDMENT # 1	\$ 0 (Change in Scope Only)
AMENDMENT # 2	\$ 290,149.00 + TIME
TOTAL AMENDED CONTRACT	\$ 476,649.00

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #2, effective upon the date of the last signature below.

Clackamas Service Center, Inc.

Jill A Orr June 23, 2023
Authorized Signature Date

Jill Orr, Executive Director
Name / Title (Printed)

104154-12
Oregon Business Registry #

501(c)(3) Charitable/ Oregon
Entity Type / State of Formation

CLACKAMAS COUNTY

Chair, Tootie Smith
Commissioner, Paul Savas
Commissioner, Martha Schrader
Commissioner, Mark Shull
Commissioner, Ben West

Tootie Smith, Chair Date

Approved as to Form:

 06/26/2023
County Counsel Date

**EXHIBIT C
PERSONAL SERVICES CONTRACT
BUDGET**

FY 22-23	FY 23-24	Total
\$186,500.00	\$290,149.00	\$476,649.00

Budget		
Line Item Category	Narrative/Description	Funds Requested
Outreach and Engagement		
Personnel		
Program Director	Approximately 0.45 FTE	\$30,670.00
Day Services Manager	Approximately 0.25 FTE	\$15,000.00
Housing Specialist (new role)	Approximately 0.86 FTE	\$47,520.00
Personnel Subtotal:		\$93,190.00
Program Operations - Materials and Supplies		
Program Expenses	gas milege, postage & shipping, envelopes, paper, flyers,	\$2,400.00
Program Operations - Materials and Supplies Subtotal:		\$2,400.00
Client Services		
Rapid Rehousing/Barrier Removal	Funds for 1 year of Rapid Rehousing/Barrier Removal	\$150,000.00
Client Services Subtotal:		\$150,000.00
Indirect Administration		
Indirect Administration	accounting/bookkeeping services	\$24,559.00
Indirect Subtotal:		\$24,559.00
Outreach and Engagement Total:		\$270,149.00
Emergency Services		
Emergency Services	In the event of an emergency, there may be a need for additional services, otherwise outside the scope of this contract. Not to exceed \$20,000	\$20,000.00
Emergency Services Subtotal:		\$20,000.00
Total Budget:		\$290,149.00