



AGENDA REPORT

TO: Steven Falk
Interim City Administrator

FROM: Erin Roseman
Finance Director

SUBJECT: SUPPLEMENTAL – City Administrator
Contract Authority Report, FY 2021-22

DATE: May 31, 2023

City Administrator Approval

Date: Jun 1, 2023

RECOMMENDATION

Staff Recommends That The City Council Receive The Informational Report On All Purchases And Contracts Authorized By The City Administrator, Within The City Administrator’s Contract Authority During Fiscal Year 2021-22, In Accordance With The Oakland Municipal Code Section 2.04.020.

REASON FOR SUPPLEMENTAL

At the Finance and Management Committee (“Committee”) on May 9, 2023, the Committee requested that staff return with supplemental information regarding agreements executed by the City Administrator in fiscal year (FY) 2021-22 in accordance with [Oakland Municipal Code Section 2.04.020](#). The Committee requested that staff bring forth additional information regarding the following contracts:

- Bike East Bay
- Building Opportunities for Self-Sufficiency (BOSS)
- Centro Legal De La Raza
- Jeweld Legacy Group
- Lisa Miller
- Management Partners Inc.
- Safe Passages
- Stone Turn Group
- The Hawkins Company
- The Oakland Public Education Fund
- Walk Oakland, Bike Oakland

The City Administrator’s Office (CAO) has requested that the departments that managed these agreements provide information responsive to the Committee’s request. This report is organized by department, then the respective firm.

Department of Workplace and Employment Standards (DWES)

Centro Legal De La Raza

This contract was competitively bid through RFQ # 269448 and was awarded to Centro Legal De La Raza for the provision of community-based outreach services to inform workers of their rights and encourage workers to report violations of labor laws. These services are critical to improving employer compliance and making the City of Oakland's labor laws more effective.

Centro Legal De La Raza acts as the Lead Agency for **Fair Labor Oakland**, a collaboration that also includes EBASE, Roots Community Center, Street Level Health Project, Restaurants Opportunities Center of the Bay, and Chinese Progressive Association. As a collaborative, these agencies inform workers about their rights, support conversations with employers on wage theft issues and minimum wage violations, educate workers on the process of filing claims, and connect workers to legal services and other supports.

Research has shown that workers who are most likely to be victims of wage theft, including low-wage workers who are disproportionately black, indigenous, and people of color, immigrants, limited-English-proficiency workers, and young workers, are less likely to report labor law violations than workers in other groups. These workers are often misinformed about labor laws, and even when workers in these groups know their rights, they are unlikely to believe that a government agency can recover wages or benefits due. Moreover, they are likely to fear retaliation from their employer. The lack of information and fear lead to underreporting of violations in industries and communities where violations of worker rights are common. DWES's community-based outreach program is designed to address these enforcement challenges by: 1) informing low-wage and immigrant workers about their rights; and 2) creating conditions in which these workers are more likely to report labor law violations.

Finance Department

Lisa Miller

This contractor was selected through a formal bidding process. The contractor was hired to hear cases relating to Vacant Property Tax assessments via telephone or in-person presented by taxpayers, legal representatives, or City staff. The contractor was also hired to determine the liability and issue written rulings/decisions. Due to the complexity and the legal sophistication of the cases, the department needed to hire a qualified independent contractor to take on this role to avoid conflicts of interest.

Community Police Review Agency (CPRA)

Stone Turn Group

In Fiscal Year 2021-2022, the Oakland Police Commission entered into a contract with the StoneTurn Group to conduct a comprehensive investigation of the promotional and hiring practices within the OPD as a result of a complaint from the OBOA. The contract dates were originally from June 1, 2021, through May 31, 2022. The cost allotted for the contract was \$150,000.

By May 31, 2022, due to currently unknown delays and issues, there were no deliverables presented by StoneTurn, and they had not received any payments. To move the still needed investigation forward, on February 7, 2023, StoneTurn received a partial payment of approximately 1/3 of the contract (\$49,167), and a contract extension was submitted for March 13, 2023, through October 3, 2023. That extension is still in the approval process.

Department of Human Resources Management (DHRM)

On November 18, 2019, the City of Oakland Human Resources Management Department published a Request for Proposal to select specialized recruitment services to source candidates for senior, executive, or other highly specialized positions. The City received proposals from four organizations, Avery & Associates, Bob Murray & Associates, Management Partners, and The Hawkins Company. After reviewing the proposals, the City established an executive services contract agreement with Management Partners and The Hawkins Company.

Management Partners

During fiscal year 2021-2022, Management Partners provided executive recruitment services for two Deputy City Administrators. The total spent on this recruitment was \$18,841.00.

The Hawkins Group

Fiscal Year 2021-2022, The Hawkins Company provided executive recruitment services for the Deputy Director of Housing and Community Development. The total spent on this recruitment was \$20,559.75.

Human Services Department

The Oakland Public Education Fund

In fiscal year 2021-2022, the Human Services Department entered into a contract with The Oakland Public Education Fund. Oakland Public Education fund coordinated the training of head start staff to become certified trainers in Trauma Responsive and Resilience Practices modules to provide professional development to all Head Start staff on Trauma Responsive and Resilience Strategies for Infant and Toddlers (Module 1) as well as Practical Applications of Trauma Responsive and Resilience Techniques (Module 2).

These efforts meet the intent to assist teachers in creating physical and cultural environments that promote positive mental health and social and emotional functioning, identify children who show signs of risk for MH concerns, incorporate strategies for trauma-informed care while addressing Adverse Childhood Experiences ACEs, provide strategies for trauma-informed care and addressing Adverse Childhood Experiences (ACEs) including group trainings/workshops, and support the program in implementing service interventions for children, families or staff identified as having experienced high-stress trauma. The contract also coordinated staff wellness activities and professional development as required by the Head Start performance standards around staff well-being and trauma-responsive activities.

The total expenditures in relation to this contract for FY21-22 were \$74,876.78 and were paid for with Head Start Basic and Head Start COVID-19 funding.

Department of Violence Prevention

Jeweld Legacy

This contract was competitively bid through RFQ #138483 and was awarded to Jeweld Legacy Group LLC.

Resolution Number 88574 C.M.S established the community safety ambassador program in Chinatown, Eastlake, East Oakland, West Oakland, Fruitvale, and North Oakland. As a result, the DVP contracted with Jeweld Legacy Group LLC to convene learning communities with grantees and stakeholders, facilitate learning/planning sessions, summarize findings and co-create a community ambassador model.

Development of the community ambassador model included

- a literature review of ambassador program models;
- stakeholder engagement;
- establishing shared goals, core program components, program benchmarks, and deliverables; and
- creation of roles/duties/qualifications of key staff.

Oakland Department of Transportation (OakDOT) and Oakland Public Works (OPW)

In Spring 2018, OakDOT worked with OPW to release a request for qualifications (RFQ) for “On-call Community Based Organizations and Non-profit Services.” OakDOT initiated the RFQ to create a pool of community-based organizations (CBOs) holding contracts with the City. OPW administers the pool of on-call CBO contracts. On-call contracts allow for timely scopes of services based on previously executed contracts. CBOs within the on-call pool respond to project managers’ requests for proposals (RFPs). One or more proposals may be selected, with each resulting in the execution of a task order. The project manager provides funding for each task order, as no funding is associated with an on-call contract. In the language of the City’s financial system, the on-call contract is a contract purchase order (CPO).

OakDOT sought to establish on-call contracts with numerous CBOs, gaining access to their expertise and perspective for contributing to outreach efforts for transportation improvement plans and projects. The RFQ sought qualifications for conducting community outreach, developing culturally relevant materials, and growing grassroots channels for sharing and receiving information. The RFQ emphasized the importance of City-CBO partnerships for helping OakDOT advance the department’s and the City’s racial equity goals with historically disadvantaged and racially diverse communities.

The 2018 RFQ resulted in ten CBOs submitting qualifications. Subsequently, OakDOT and OPW offered contracts to those ten CBOs: Building Opportunities for Self Sufficiency (BOSS), Communities in Collaboration LLC, Cycles of Change, East Bay Asian Local Development Corporation (EBALDC), Bike East Bay, Eastside Arts Alliance Inc., Safe Passages, Transform, Urban Strategies Council, and Walk Oakland Bike Oakland (WOBO). As of this writing, on-call

contracts have been awarded to eight of the ten CBOs. On-call contracts were awarded to the following four CBOs during Fiscal Year 2021-22, which is the subject of this informational report.

Building Opportunities for Self Sufficiency (BOSS)

The professional service agreement with BOSS became effective on June 24, 2021, and was entered into the City's Oracle financial system on July 21, 2021 (CPO # 2022000270). The contract is for an amount not to exceed \$249,999.00 and expires on December 30, 2023. As of May 22, 2023, no task orders have been awarded through this on-call contract.

Bike East Bay

The professional service agreement with Bike East Bay became effective on December 30, 2021, and was entered into the City's Oracle financial system on January 11, 2022 (CPO # 2022006621). The contract is for an amount not to exceed \$249,999.00 and expires on December 30, 2023. As of May 22, 2023, the following task order has been awarded through this on-call contract.

- Task Order #1 is in the amount of \$37,481.00 with an authorization to proceed date of April 1, 2022, for "Neighborhood Bicycle Education." The scope of services was for bicycle education classes that are open to the public in both classroom and on-street formats. The scope also includes working with families at affordable housing locations or other community centers to build and give away 15 new kid's bikes. The funding for this task order is Measure BB bicycle/pedestrian pass-through funds (Fund 2219) programmed in the City's Fiscal Year 2021-23 budget for bicycle and pedestrian programs.

Safe Passages

The professional service agreement with Safe Passages became effective on January 21, 2022, and was entered into the City's Oracle financial system on February 3, 2022 (CPO # 2022007489). The contract is for an amount not to exceed \$249,999.99 and expires on December 30, 2023. As of May 22, 2023, no task orders have been awarded through this on-call contract.

Walk Oakland Bike Oakland (WOBO)

The professional service agreement with WOBO became effective on December 30, 2021, and was entered into the City's Oracle financial system on February 11, 2022 (CPO # 2022007887). The contract is for an amount not to exceed \$249,999.00 and expires on June 30, 2023. As of May 22, 2023, the following task order has been awarded through this on-call contract.

- Task Order #1 is in the amount of \$50,000.00 with a task order date of July 8, 2022, for "Fiscal Year 2023-25 Capital Improvement Program Inclusive Community Engagement". The scope of services was for developing an inclusive community engagement strategy; raising awareness about the CIP process and how to participate in it; enabling public review of capital project ideas submitted in prior budget cycles; and leading further engagement in priority underrepresented communities. The funding for this task order is \$25,000.00 from Measure F – Vehicle Registration Fee (Fund 2215) and \$25,000.00 from Grant Clearing (Fund 7760).

ACTION REQUESTED OF THE CITY COUNCIL

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For questions regarding this report, please contact Pooja Shrestha, Assistant Controller at 510-238-6776.

Respectfully submitted,



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Finance Director
Finance Department

Prepared by:
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