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OAKLAND CITY COUNCIL

Approved as to Form and Legality


City Attorney

RESOLUTION No. 86303 C.M.S.

Introduced by Councilmember _____

RESOLUTION WAIVING ADVERTISING, BIDDING, AND REQUEST FOR PROPOSALS/QUALIFICATIONS REQUIREMENTS FOR AN AGREEMENT WITH TANDEM PARTNERS IN EARLY LEARNING TO PROVIDE BOOKS, LEARNING MATERIALS, AND ONGOING TRAINING AND TECHNICAL SUPPORT FOR A BOOK BAG ROTATION PROGRAM FOR THE HEAD START/EARLY HEAD START PROGRAM IN AN AMOUNT NOT TO EXCEED \$5,000 FOR THE PROGRAM YEAR 2016-2017 CONTINGENT UPON ADOPTION AND FUND AVAILABILITY OF FISCAL YEAR 2016-2017 HEAD START GRANT FUNDS

WHEREAS, the Human Services Department, Head Start Program desires the City of Oakland to enter into a Professional Services Agreement with Tandem Partners in Early Learning (“Tandem Partners”) in an amount not to exceed \$5,000 to provide a book bag rotation program and ongoing training and technical support for Head Start/Early Head Start staff and parents, to ensure effective integration of the book bag program in Head Start classrooms and in parent and family engagement strategies, for Program Year (PY) 2016-2017; and

WHEREAS, Tandem Partners is a local family literacy book bag rotation program serving Alameda, Contra Costa, and San Francisco counties, that empowers families, caregivers, and educators to build and strengthen a daily book-sharing routine with children, in order to increase and help support children’s literacy development, growth and learning; and

WHEREAS, Tandem Partners will work with Oakland Head Start, among other community-based partners, to help facilitate a family literacy partnership between the school and home, that fosters and nurtures a love of reading in children, ages birth to five-years-old; and

WHEREAS, Tandem Partners program also works to reinforce the role of parents and families as their children’s first and primary teachers, in helping children enter Kindergarten loving books and excited to learn; and

WHEREAS, in collaboration with Tandem Partners program and in alignment with Oakland Head Start's parent, family and community engagement and school readiness goals, Head Start teachers will ensure that children take a bright red bag filled with high-quality, developmentally appropriate, multi-lingual and multicultural children's books, provided by Tandem Partners, home each week, to engage in a daily book-sharing routine with their parents and family; and

WHEREAS, the Head Start Performance Standards section 1304.53 (k)(2)(3) mandate that Head Start programs must provide a structured approach to staff training and development in order to help build skills and knowledge needed to fulfill their job responsibilities, as well as information, education, and family engagement opportunities for parents as their children's first teachers; and

WHEREAS, the \$5,000 professional services agreement will be fully funded through the 2016-2017 Head Start program grants scheduled to be presented to City Council on July 12, 2016, and upon Council approval and adoption of the 2016 – 2017 Head Start grant budget, funds will be available through the Head Start program grant in the Department of Health and Human Services Fund (2128) Head Start Classroom & Seasonal Organization (78231), Miscellaneous Contract Services Account (54919), Head Start Fiscal Year 2016-2017 T&T/A Basic Project (G486630), and Strengthening Children, Youth & Families Program (YS13); and

WHEREAS, Oakland Municipal Code (OMC) section 2.04.040.B requires the City Administrator to conduct an informal Request for Proposals/Qualifications (RFP/Q) process for professional services contracts involving expenditures of \$25,000 or less, and informal advertising and bidding for contracts for supplies involving expenditures between \$500 and \$50,000; and

WHEREAS, OMC section 2.04.051.B permits the Council to waive the RFP/Q process upon a finding that it is in the best interest of the City to do so and OMC Section 2.04.050.I.5 provides for an exception to the advertising and competitive bidding requirement of the OMC upon a finding and determination by the City Council that it is in the best interests of the City to do so; and

WHEREAS, staff recommends that it is in the best interest of the City to waive the advertising, bidding, and RFP/Q requirements, as Tandem Partners is the sole company in the Bay Area that provides staff and parent training on the implementation and use of the family literacy book bag rotation system, consistent with the federal Head Start School Readiness and Parent, Family & Community Engagement mandates; and

WHEREAS, the City Administrator has determined that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; now, therefore, be it

RESOLVED: That pursuant to OMC Sections 2.04.050.I.5 and 2.04.051.B for the reasons set forth above and in the City Administrator's report accompanying this item, the City Council finds and determines that it is in the best interest of the City to waive advertising and bidding and the RFP/Q requirements for the products and services to be purchased under the agreement with Tandem Partners and so waives the requirement; and be it

FURTHER RESOLVED: That based on information provided by the City Administrator, the City Council finds that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator or her designee to execute a professional services agreement with Tandem Partners in Early Learning in an amount not to exceed \$5,000 to provide a book bag rotation program and ongoing training and technical support for Head Start staff and parents, to ensure effective integration of the book bag program in Head Start classrooms and in parent and family engagement strategies, for program year 2016-2017, contingent upon funding availability and City Council adoption of the FY2016 – 2017 Head Start Grant; and be it

FURTHER RESOLVED: That the City Administrator or her designee, is hereby authorized to execute any subsequent amendments, modifications, or extensions of this Professional Services Agreement without increasing the amount of the agreement; and be it

FURTHER RESOLVED: That said agreement shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, July 19, 2016

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, and
PRESIDENT GIBSON MCELHANEY 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST: LaTonda Simmons

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California