

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve additional funds for **Bill Assistance Income Verification Services with Catholic Community Services.**

Board Meeting Date: August 2, 2022
Project Name/Contract #: Bill Assistance Income Verification Services / 19-178-PSC
Primary Contact: Julie McGaughey Ext. 7066

Contract Amount:

Original Contract Amount: \$140,000 (not previously approved by Board)
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$350,000
Percentage over last approval: NA
Resulting Cumulative Total: **\$350,000 (Over 5 years)**

Contracting Method:

Method of Solicitation: Direct Negotiation
If applicable, basis for exemption: Sole Source, EWEB Rule 3-0275
Term of Agreement: 5 years (January 1, 2020 – December 31, 2024)
Option to Renew? No
Approval for purchases *“as needed”*
for the life of the Contract: Yes No
Proposals/Bids Received (Range): NA
Selection Basis: Sole Source Supplier
Narrative:

Operational Requirement and Alignment with Strategic Plan

EWEB has an established partnership through a contract with Catholic Community Services (CCS) to verify income eligibility of customers participating in EWEB’s limited income bill assistance, energy efficiency, and electric and water repair programs and there are operations in place to continue to provide these services to our community.

Contracted Goods or Services

If approved, this proposed contract amendment will facilitate EWEB’s distribution of bill assistance and program offerings to our limited income customers. EWEB partners with CCS through a contract established in December 2019 to verify income eligibility. This request for additional funds will allow EWEB to continue these services to help our customers.

The original contract amount and term were intentionally limited to \$140,000 with an annual renewal for the purpose of evaluating the efficacy of the partnership. In the ensuing years, Staff has determined that CCS is a non-profit organization that offers EWEB high quality services at reasonable rates. In order to continue using CCS for the

remainder of the established contract, December 31, 2024, additional funds are being requested. The estimated yearly usage based on historical expenses is \$70,000 per year or \$350,000 for five (5) years total.

Purchasing Process

Previously, EWEB and CCS worked through Lane County as an intermediary rather than directly with one another. That intermediary is no longer participating, therefore, EWEB has direct negotiated this Contract with CCS.

Bids Received

NA

Competitive Fair Price (If less than 3 responses received)

EWEB contracts with both CCS (income verification for customers under the age of 60) and Campbell Community Center (income verification for customers aged 60 and older). Both service providers charge \$50 per intake.

Prior Contract Activities

CCS and Campbell Community Center both performed income verification services as sub-contractors of Lane County under EWEB IGA 13-0001.

ACTION REQUESTED:

Management requests the Board approve an increase to the Contract with Catholic Community Services for Bill Assistance Income Verification Services. Approximately \$70,000 was planned for these services in the Customer Solutions Field Services 2022 budget of \$6.3 million. Variances will be managed within the budget process and Board policy.