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Agenda Item: ID16-133 (3-A)

Date: 2/4/16

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Supplemental Information Packet

Agenda Related Item(s) – ID16-133 (3-A)

Contents of Supplement: Staff Report

Item(s)

Attached please find a Supplement to File ID16-133 (3-A). The title of the item is as follows:

Award a Consulting Services Agreement in an amount not to exceed \$50,000 annually, for the term of two years to the Youth Leadership Institute to facilitate and manage the implementation of the Fresno Youth Commission (RFP No. 102915)

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available for public inspection in the City Clerk's Office, 2600 Fresno Street, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2)). In addition, Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2600 Fresno Street. Supplemental Packets are also available on-line on the City Clerk's website.

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REPORT TO THE CITY COUNCIL

February 4, 2016

FROM: ESMERALDA SORIA, Councilmember
District 1

OLIVER BAINES, Councilmember
District 3

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CITY CLERK, FRESNO CA

SUBJECT

Award a Consulting Services Agreement in an amount not to exceed \$50,000 annually, for the term of two years to the Youth Leadership Institute to facilitate and manage the implementation of the Fresno Youth Commission (RFP No. 102915).

RECOMMENDATION

The District 1 and District 3 Offices recommend Council award a Consulting Services Agreement to the Youth Leadership Institute to facilitate and manage the implementation of the Fresno Youth Commission ("Commission"), in an amount not to exceed \$50,000 annually for two years.

EXECUTIVE SUMMARY

The City of Fresno issued a Request for Proposals ("RFP") seeking the services of a youth-serving organization or consultant to staff and manage the Commission. The RFP sought proposers demonstrating experience in integrating youth into local systems and governance, and promulgating data-driven, evidence-based methods to foster the Youth Commissioners' leadership and professional skills

After reviewing the proposals received, Councilmembers Soria and Baines recommend Council award a contract to Youth Leadership Institute for consulting services.

BACKGROUND

The Council of the City of Fresno created the Fresno Youth Commission by ordinance, effective July 29, 2015. The Commission will be comprised of eight members and eight alternates charged with providing input to the Mayor and City Council on a wide range of issues to build a community in which young people and their adult allies create positive social change through public policy. Appointments to the Commission will be made by each Councilmember and the Mayor. In addition, the Commission will foster leadership development and participation in the civic process among youth. Youth Commissioners must be between the ages of fifteen and twenty-one when appointed. Terms last two years, and no Youth Commissioner may serve more than two terms

(four years total). The Youth Commission will conduct its business by working with the City Clerk, City Attorney and other City staff as needed.

Project Purpose

The City of Fresno sought proposals from community-based youth-serving organizations or consultants to staff and manage the Commission, in order for the Commission to be effective for the Youth Commissioners to receive proper training on governance, policy, leadership and professional development.

Key tasks to be completed to facilitate and manage the implementation of the City of Fresno Youth Commission include, but are not limited to: recruiting, facilitating meetings and procedures, developing leadership skills, fostering civic awareness, and fulfilling the annual strategic policy goals of the Commission.

Consultant Selection Process

A Request for Proposals was published on October 29, 2015. The Specifications were distributed to 11 prospective proposers. Two proposals were received and opened on November 24, 2015. The two organizations that submitted proposals were:

- Fresno County Office of Education, Fresno, CA
- Youth Leadership Institute, Fresno, CA (based in San Francisco, CA)

Council Districts 1 and 3 established a Selection Committee for the consultant selection process. The Selection Committee consisted of:

- Gregory Barfield, Chief of Staff to Councilmember Oliver Baines, City of Fresno
- Gilbert Felix, Council Assistant to Councilmember Esmeralda Soria, City of Fresno
- Angela Hiyama, Government Affairs, Comcast Cable Corporation
- Leslie Loewen, Manager of Campus Culture, Fresno Unified School District
- Yvonne Spence, City Clerk, City of Fresno

Proposal Review Process

The Selection Committee met on January 13, 2016, to establish the review process. The Committee agreed to individually review each proposal over a nine day period. The Committee agreed to reconvene on January 22, 2016, to interview a representative of each proposal and make a selection.

Interview Process

The Selection Committee met on January 22, 2016 to conduct interviews. The interview schedule was as follows:

- | | | |
|--------------------------------------|------------|-----------|
| 1. Fresno County Office of Education | 9:30 a.m. | In-person |
| 2. Youth Leadership Institute | 10:00 a.m. | In-person |

At the conclusion of the Interview Process, the Selection Committee selected Youth Leadership Institute for the project. Youth Leadership Institute has a successful track

record of working with schools, community, and faith-based organizations in mobilizing youth to create positive change. This is evident in their current programming, where they have been instrumental in equipping youth with data collection, policy making, and advocacy skills. Additionally, through their work with the Marin Youth Commission, Youth Leadership Institute has a set of best practices that can make the Fresno Youth Commission an effective body, including a focus on: diversity, community assessments, and introductions to city departments.

Selection Committee Findings and Recommendation

Based upon the evaluation of each proposal and the interviews, the Selection Committee recommended Youth Leadership Institute to be selected to facilitate and manage the implementation of the City of Fresno Youth Commission.

Youth Leadership Institute's proposal was thorough and allowed sufficient attention to the outlined tasks. The organization has a knowledgeable team as well as the necessary resources and experience to make the Fresno Youth Commission a success for the city's youth.

ENVIRONMENTAL FINDINGS

This is not a "project" pursuant to California Environmental Quality Act Guidelines Section 15378.

LOCAL PREFERENCE

Both proposers were local organizations.

FISCAL IMPACT

Funding for this project has been approved by the Mayor and Council from the General City Purpose Budget in the amount of \$100,000. Funds for the project were appropriated as part of the FY15-16 Adopted Budget.