

TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY TO AWARD NECESSARY CONTRACT FOR TEMPORARY STAFFING IN THE REGIONAL EMERGENCY HOMELESS HOUSING SHELTER

EFFECTIVE DATE: November ^{13th}, 2020
REVISION DATE IF APPLICABLE:

Factual Background Information to Finding of Emergency to Support Execution of Regional Homeless Shelter Agreement with Guardian’s Foundation:

WHEREAS, Washington Governor Jay Inslee issued a proclamation declaring a State of Emergency (“Proclamation”) for the entire State of Washington (“State”) on February 29, 2020. Spokane Mayor Nadine Woodward issued an Executive Declaration of Civil Emergency or Disaster (“Declaration”) in the City of Spokane (“City”) on March 16, 2020, which Declaration was ratified and amended by the Spokane City Council (“Council”) by Resolution No. 2020-20 on March 16, 2020;

WHEREAS, an important focus of the actions taken by State and City authorities was to emphasize the public safety and health requirements of the response to the COVID-19 crisis. A very important part of this response has been both the separation and social distancing of individuals. In order to provide for the appropriate distancing in Homeless Shelters operated by the City in this region, additional shelter space had to be identified and put into operation;

WHEREAS, the City, Spokane County (“County”) and other agencies, most notably the Spokane Regional Health District (“SRHD”), have set up an Emergency Operations Center (“EOC”) to coordinate the regional approach to the COVID crisis. It was recognized by the EOC that the emergency contract capabilities needed for this project and other efforts directed at serving the homeless population in a safe environment that complies with public health standards were best provided by the City. (Exhibit “A”). The duties and responsibilities of the EOC as they relate to the population that is homeless has been transitioned to the Regional Shelter Group;

WHEREAS, in order to satisfy the social distancing requirements in place to protect against the transfer of the COVID virus, it was necessary for the City to acquire additional facilities for its contractors and service providers to safely serve individuals experiencing homelessness;

WHEREAS, the City previously acquired the Cannon Facility (the "Facility") to provide homeless shelter for the region and there is a need to provide staff at the Facility;

WHEREAS, the need for seasonal shelter space as winter and inclement weather approaches has increased and the Facility is nearly complete and will provide spaces for up to 80 individuals;

WHEREAS, there is a need for staffing in the Facility so the City, through a subcommittee of the Continuum of Care Board conducted a process to review responses to Requests for Proposal to provide this service;

WHEREAS, review of these proposals identified the following about the two providers who responded:

- a) They were scored as relatively equal on the review sheets of the subcommittee members;
- b) One provider's cost to provide services was \$450,000 less than the other provider;
- c) This same provider was able to mobilize and fully staff the Facility within seventy-two hours of receiving the approval to proceed and the other provider would take weeks longer; and
- d) This same provider was also able to offer 24/7 staff coverage immediately upon opening and the other provider was not;

All of which led the subcommittee to recommend that the Guardians Foundation be selected to provide services at the Facility;

WHEREAS, this recommendation was discussed with the Regional Shelter Leadership Group, where a majority of those present agreed the award to the Guardian's Foundation was the preferred action to take;

WHEREAS, it is important to have the Facility open and available to provide for those who need services as quickly as possible;

WHEREAS, a number of emergency declarations have been made in the last eight months given the COVID Pandemic and the need to provide healthy sheltering;

WHEREAS, the Governor's Proclamation grants entities like the City the authority under RCW 38.52.070 to execute contracts without the time consuming procedures and formalities prescribed by law; and

WHEREAS, Section 7.06.180 of the Spokane Municipal Code provides that if an emergency requires procurement prior to City Council Action, the Mayor may declare an emergency and award necessary contracts or agreements to address the emergency situation.

NOW, THEREFORE, Nadine Woodward, Mayor, do hereby order and direct:

- 1) An emergency situation exists and that the public safety and health of the community necessitates the execution of a contract with the Guardian's Foundation for temporary staffing for the Regional Emergency Homeless Housing in the Facility.
- 2) The finding of this emergency situation and the necessity for the execution of these agreements is based upon the facts and circumstances set forth herein and the records and files of the City.

Dated this 13 day of November, 2020.



Mayor Nadine Woodward

Attest:



City Clerk

Approved as to form:



City Attorney

Date of Publication: 11/25/2020

Effective Date: 11/13/2020



April 13, 2020



To: Wes Crago, City Administrator, City of Spokane
From: Amelia Clark, Administrator, Spokane Regional Health District
Subject: Approval for City of Spokane to execute contracts for regional isolation facility as part of the overall incident response to COVID-19

Background:

In early March, 2020 The City of Spokane was assigned to lead the Community Care>Vulnerable Populations branch of the EOC. This included: Identifying location for Isolation Facility, Identifying needs to operate the facility, identifying an operator(s) to support the needs of the facility, identifying team members to support execution of this task, and seeking approval from the EOC and SRHD as required by Commerce.

March 31, 2020 stakeholders from the Inland COVID-19 Response Team incident command and the Isolation Facility Operators participated in a final walk-through of the identified isolation facility and approved the plan. Spokane Regional Health District approved the multi-agency plan to establish a 100 bed isolation facility to provide 24/7 managed care space for those with COVID-19 like symptoms or tested positive. This critical need required immediate effort and emergency contract capabilities which are best served by the City of Spokane.

Recommendation: The Spokane Regional Health District recommends that the City of Spokane act as initial financial agent to establish the necessary operations and contracts to implement this isolation facility on behalf of the regional COVID-19 response. It is recommended that the one available Vulnerable Populations vendor be contracted for the initial April period and a Request for Proposal process be done for sustained resources at this isolation facility and/or future requirements to serve the public and vulnerable populations. Future efforts will be coordinated with all involved agencies to ensure this isolation requirement is sustained.

Signatory Authority: Lyndia C Wilson, Director, on behalf of Amelia Clark

Lyndia C Wilson 4/13/2020