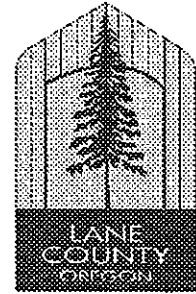


W 8 B 2

AGENDA COVER MEMO

Date: September 24, 2003
To: Board of County Commissioners
Department: Health & Human Services
Presented by: Rob Rockstroh



Agenda Title: IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACTS AND CONTRACT AMENDMENTS WITH CATHOLIC COMMUNITY SERVICES OF EUGENE FOR \$219,000, CATHOLIC COMMUNITY SERVICES OF SPRINGFIELD FOR \$192,600, COMMUNITY SHARING FOR \$135,000, AND UPPER WILLAMETTE CDC FOR \$50,000 TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES TO LOW INCOME HOUSEHOLDS IN LANE COUNTY.

I. MOTION

TO DELEGATE AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACTS AND CONTRACT AMENDMENTS WITH CATHOLIC COMMUNITY SERVICES OF EUGENE FOR \$219,000, CATHOLIC COMMUNITY SERVICES OF SPRINGFIELD FOR \$192,600, COMMUNITY SHARING FOR \$135,000, AND UPPER WILLAMETTE CDC FOR \$50,000 TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES TO LOW INCOME HOUSEHOLDS IN LANE COUNTY.

II. ISSUE OR PROBLEM

Based on recent funding levels, it is estimated that during the two-year contract term each contract will exceed the county administrator's signature authority.

III. DISCUSSION

A. Background / Analysis

Lane County receives funding for low income energy assistance programs. Lane County subcontracts with community service centers to screen

applicants for eligibility. Based on current projections, it is estimated that four of these subcontracts will exceed \$50,000.

A letter of intent process was conducted for four agencies to perform energy assistance eligibility screening services throughout Lane County. There was only one respondent to each of the four requests for letters of intent. Each of the four respondents has passed the Lane County H&HS management qualifications.

Lane County will need to execute and amend each of these contracts which will put the totals above \$50,000. This amount exceeds the county administrator's signature authority per Lane Manual 21.147(5). Therefore, the Board must delegate authority to the county administrator to sign the agreements.

B. Alternatives / Options

1. To grant authority to the county administrator to sign contracts and contract amendments with Catholic Community Services of Eugene for \$219,000, Catholic Community Services of Springfield for \$192,600, Community Sharing for \$135,000, and Upper Willamette CDC for \$50,000 to provide energy assistance eligibility screening services.
2. Not to approve number one above. If the Board of Commissioners does not give the county administrator authority to sign the contracts and contract amendments, then the county will have no way to screen low-income Lane County households for energy assistance program eligibility and these households will not receive energy assistance and as a result could lose their energy service.

C. Recommendation

To approve number one above.

IV. IMPLEMENTATION / TIMING

Upon Board action, the Department of Health & Human Services will process the contracts and contract amendments.

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION AND ORDER:) IN THE MATTER OF DELEGATING AUTHORITY TO THE
) COUNTY ADMINISTRATOR TO SIGN CONTRACTS AND
) CONTRACT AMENDMENTS WITH CATHOLIC COMMUNITY
) SERVICES OF EUGENE FOR \$219,000, CATHOLIC
) COMMUNITY SERVICES OF SPRINGFIELD FOR \$192,600,
) COMMUNITY SHARING FOR \$135,000, AND UPPER
) WILLAMETTE CDC FOR \$50,000 TO PROVIDE ENERGY
) ASSISTANCE ELIGIBILITY SCREENING SERVICES TO LOW
) INCOME HOUSEHOLDS IN LANE COUNTY.

WHEREAS, Lane County accepts energy assistance funds from the State of Oregon for the purpose of providing energy assistance; and

WHEREAS, Lane County subcontracts with community service centers to screen applicants for eligibility; and

WHEREAS, these contracts are sole source, evidenced by a request for letter of intent to provide services; and

WHEREAS, four of these subcontractors, Catholic Community Services of Eugene and Catholic Community Services of Springfield, Community Sharing and Upper Willamette CDC, will be receiving payments in excess of \$50,000 and over 20 percent of the original contract amount; and

WHEREAS, the county administrator must be delegated authority from the Board of County Commissioners in order to sign contracts and contract amendments when the total contract amount is over \$50,000 and is over 20 percent of the original contract amount.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the Board delegate authority to the county administrator to sign contract amendments with Catholic Community Services of Eugene in the amount of \$219,000 Catholic Community Services of Springfield in the amount of \$192,600, Community Sharing in the amount of \$135,000, and Upper Willamette CDC in the amount of \$50,000, for energy assistance eligibility screening services of low-income households in Lane County.

DATED this _____ day of September, 2003.

APPROVED AS TO FORM

Date 9/16/03 Lane County

David Lewis
OFFICE OF LEGAL COUNSEL

Peter Sorenson, Chair
Lane County Board of Commissioners