

April 9, 2024

Honorable Mayor and City Council  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to authorize the City Manager, or designee, to execute a contract, and any necessary documents including any necessary subgrants and subsequent amendments, with First to Serve, Inc., of Los Angeles, CA, to provide operation and supportive services for the Long Beach Rapid Re-Housing Program for individuals who are matched through the Long Beach Coordinated Entry Systems, in a total annual amount not to exceed \$450,000 for a period of one year, with the option to renew for one additional one-year period, at the discretion of the City Manager. (Citywide)

**DISCUSSION**

City Council approval is requested to enter into a contract with First to Serve, Inc. (First to Serve) to provide operation and supportive services for the Rapid Re-housing (RRH) Program. This program will be funded through the Encampment Resolution Funding (ERF) Program. It is designed to assist unsheltered persons residing in encampments and provide services necessary to help them quickly regain permanent housing stability after experiencing homelessness.

On February 7, 2024, the Department of Health and Human Services released a Request for Proposals (RFP) HSB-2024-001 to procure rapid rehousing services. The City of Long Beach (City) facilitated an open and competitive solicitation process in compliance with obligations under the City's Continuum of Care (CoC) Program. The RFP was advertised through the Long Beach Homeless Services Bureau website, and an email was sent to the City's CoC general membership to notify them of the funding opportunity. Seventeen potential proposers specializing in Rapid Re-housing Programs were among those notified of the RFP opportunity. One proposal was received on February 16, 2024. The selection committee determined that First to Serve, of Los Angeles, CA, was the most qualified firm to provide RRH Services for the City.

The selection of this agency was based on their ability to quickly meet the Program's needs and terms of the RFP, project design, and their successful ability to coordinate and collaborate with other service providers and resource linkages within the City.

Funding for this subcontract comes from state funding sources, and the estimated total amount is not to exceed \$450,000 to provide RRH services. The City reserves the discretion to amend the contracts awarded through this agreement contingent upon satisfactory performance, availability of funds, demonstrated need, and project outcomes.

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This matter was reviewed by Deputy City Attorney Anita Lakhani on March 25, 2024, Administrative Analyst Tommy Ryan on March 15, 2024, and Budget Analysis Officer Greg Sorensen on March 19, 2024.

### TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HSB-2024-001 and award a contract concurrently is requested on April 9, 2024, to ensure the contract is in place expeditiously.

### FISCAL IMPACT

The annual contract amount will not exceed \$450,000. Sufficient funding for this program has been secured through the State of California ERF grant and is currently budgeted in the Health Fund Group in the Health and Human Services Department. Any indirect costs that might not be eligible for grant funds will be funded by the Health Operating Fund, General Fund, or other eligible grant funds. There is no match or in-kind service mandate. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 47 full-time employees residing in Long Beach.

### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Alison King  
Director  
Health and Human Services

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER