



Office of the City Manager

CONSENT CALENDAR
November 15, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Lisa Warhuus, Director, Health, Housing and Community Services
Subject: Contract: Harold Dichoso for Providing Temporary Consulting Services for the Health, Housing, and Community Services (HHCS) Department.

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract, with any amendments, with Harold Dichoso for providing consulting services to the Department of Health, Housing, and Community Services Office of the Director related to the Health Justice Internship Program for a term of eight months. The total not-to-exceed contract amount is \$90,000.

FISCAL IMPACTS OF RECOMMENDATION

The not-to-exceed amount for the work provided under this contract is \$90,000. This expenditure has been approved by the California Department of Public Health (CDPH) to implement Workforce Development activities in response to COVID-19 and to fulfill deliverables listed in the approved workplan. Funding in the amount of \$90,000 for this contract is available in the FY 2023 budget in the Bioterrorism fund (fund number 350-51-501-503-2075-000-451-612990).

CURRENT SITUATION AND ITS EFFECTS

The Health Justice Internship Program funded by the California Department of Public Health (CDPH) COVID-19 Workforce Development grant aligns with the City's Strategic plan by advancing our goal to attract and retain a talented and diverse City government workforce.

Request for Proposals number 23-11542-C was developed by HHCS/OD and published on the City of Berkeley's Current Bids and Proposals web page. Additional notice of the opportunity to submit a proposal was emailed to over 3,000 individual consultants and/or firms. One proposal, from Harold Dichoso, was received in response to the RFP. An evaluation committee reviewed and scored the proposal, and determined that it meets the qualifications.

Awarding the contract to Harold Dichoso allows the Health Officer's Unit in the Office of the Director and in partnership with the City's Youth Works program, to complete the

agreed upon workplan and deliverables prior to the expiration of the grant June 30, 2023.

BACKGROUND

Implementation of the Health Justice Internship Program requires specialized skills and expertise that is not available within HHCS. The contractor will design and implement curriculum to prepare youth participants with skills and work experiences, focusing skill development and work-based learning experiences to meet the needs of the City of Berkeley's COVID-19 response.

The Health Justice Internship Program will provide up to 60 Berkeley youth ages 14-25 the opportunity to participate in a paid six-week internship focused on COVID-19 education, outreach, recovery, and resiliency. Although the opportunity is open to all Berkeley youth, the Health Justice Internship program will prioritize recruiting participants who experience barriers to employment, education and health services. These groups have historically included African American/Black, Latino/Hispanic, Asian Pacific Islanders, English Language Learners, youth with disabilities, foster youth and youth experiencing housing insecurity.

The program will be made up of several components including community/family engagement activities, weekly work-readiness and content specific workshops, a financial literacy course, and paid workplace internships. Each of the program components will be intentionally designed to support participants as they work towards program goals through the intersection of Youth Development, Work-Based Learning, and Project-Based Learning best practices.

In collaboration with the City of Berkeley the contracted consultant, Harold Dichoso, will design and facilitate a program that focuses on skill development through applied learning and health education outreach for various groups in the community. The project manager will lead ongoing professional development and support for Health Justice Interns weekly. Professional development will focus on soft skills that cultivate best practices in the workplace, which contribute to positive educational and professional outcomes beyond the program.

The consultant will utilize frameworks and key concepts from Weikart's Youth Work Methods and Youth Management Methods as well as Building Intentional Communities (BIC) curriculum to engage participants in structured opportunities to plan and reflect on community projects. Participants will critically examine their personal, professional and educational path supported by intentional planning for goals and outcomes. Throughout the process, Health Justice Interns will develop self-awareness, self-management, social awareness, responsible decision-making, and relationships skills. Interns will also cultivate their lens for equity and service by creating outreach campaigns that analyze health inequities in the Berkeley community. The consultant will closely collaborate with various entities and agencies that employ interns in order to track the progress of each

internship. Additionally, the project manager will develop outcomes, collect and measure data as well as evaluate the impact of the pilot program.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Much of the work to be done can be accomplished remotely, therefore reducing the contribution to vehicle start-ups and freeway or City street congestion. Additionally, work completed will be submitted electronically which reduces the impact of purchasing consumable items such as paper and toner.

RATIONALE FOR RECOMMENDATION

An evaluation committee reviewed and scored the proposal, and deemed the selected consultant qualified to deliver the services needed.

ALTERNATIVE ACTIONS CONSIDERED

Staff did not identify another option that would allow the City to implement the Health Justice Internship Program, which will both address health inequities and provide youth development opportunities.

CONTACT PERSON

Katharine Sullivan, Community Services Specialist III, HHCS, 510-981-5826

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACTING WITH HAROLD DICHOSO TO PROVIDE CONSULTING SERVICES FOR THE HEALTH JUSTICE INTERNSHIP PROGRAM TO RESPOND TO COVID-19

WHEREAS, the City of Berkeley issued a Request for Proposal (RFP) to obtain consulting services through a single contract with a community-based organization or individual related to the COVID-19 pandemic through the Health Justice Internship Program.

WHEREAS, the Youth COVID Ambassador program will allow the City to provide both an equitable response to the COVID-19 pandemic and opportunities for youth work force development; and

WHEREAS, the City conducted RFP Specification No. 23-11542-C with proposals due no later than September 31, 2022, and the City received one proposal in response to this RFP; and

WHEREAS, one finalist was invited to meet with the selection committee for a more in-depth review of their proposal and describe their past work with other, resulting in the selection of Harold Dichoso as the best-qualified vendor.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Harold Dichoso. The not to exceed amount for the work provider under this contract is \$90,000. This expenditure has been approved by the California Department of Public Health (CDPH) to implement Workforce Development activities in response to COVID-19 and to fulfill deliverables listed in the approved workplan. Funding in the amount of \$90,000 for this contract is available in the FY 2023 budget in the Bioterrorism fund (fund number 350-51-501-503-2075-000-451-612990).