

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Exempting a Personal)
Services Contract for the Provision of)
Grant Administration Services for CDBG) ORDER NO. 55-2009
#D08029 from the Screening and Selection)
Procedures of the Personal Services)
Contracting Rule)

WHEREAS, Columbia County is in the on-going process of providing assistance to Columbia County citizens affected by the 2007 flood event, including administering federal and state grants to rehabilitate damaged homes (the "Rehabilitation Program"), and federal and state grants to purchase and demolish homes that cannot or should not be rehabilitated (the "Buy-out Program"); and

WHEREAS, the County has contracted with Community Action Team for grant administration of all grants related to the Rehabilitation and Buy-out Programs up to this point, said contracts resulting from a SOQ procurement process and subsequent Exemption Order; and

WHEREAS, the County is the recipient of CDBG# D08029 which will provide additional funding to be used by the County to purchase and demolish flood damaged property in coordination with the other grant funds available for the Buy-out program; and

WHEREAS, because of the particular grant requirements of CDBG # D08029, the County is required to do another procurement process in accordance with federal, state, and local procurement rules for the selection of a grant administrator for CDBG # D08029; and

WHEREAS, both the Rehabilitation and the Buy-Out Program are extremely complicated; involving multiple funding sources, laws, rules and regulations; and

WHEREAS, because of the complexity of the Rehabilitation and Buy-Out Programs, administration and implementation must be carefully scrutinized and coordinated to assure compliance with the multiple requirements; and

WHEREAS, Section 10 of the Columbia County Personal Services Contracting Rule, adopted by Order No. 16-96, and amended and re-adopted by Order No. 38-2006, authorizes the County to exempt certain personal services contracts from the screening and selection procedures of the Personal Services Contracting Rule upon approval of the following findings: (a) It is unlikely that such exemption will encourage favoritism in the awarding of personal services contracts or substantially diminish competition for these contracts; and (b) the awarding of personal services contracts pursuant to the exemption

will result in substantial cost savings to the County; in making such findings the Board may consider the type, cost, amount of the contract, number of persons available to bid and such other factors as the Department may deem appropriate; and

WHEREAS, the Personal Services Contracting Rules exempt single-source personal services contracts from the screening and selection procedures of the Personal Services Contracting rule, where only a single personal services contractor is known to the County to be qualified to do the particular job or perform the particular services required, or only the single personal services contractor has reasonable access to factual, technical or statistical information necessary to perform the services required; and

WHEREAS, Community Action Team (CAT) is currently providing program and grant administration services on behalf of both Columbia County and the City of Vernonia in relation to both the Rehabilitation Program and the Buy-out Program; and

WHEREAS, CAT is intimately familiar with the two programs and the complexities related to each funding source and has immediate access to the factual, technical and statistical information necessary to perform the grant administration services needed for CDBG #D08029, which is critically necessary to perform the work required; and

WHEREAS, it is imperative that the flood recovery projects be implemented as soon as possible in order alleviate the health and safety problems associated with flood damaged residences and their owners/occupants; and

WHEREAS, CAT is the only personal services contractor known to the County with quick access to the factual and technical information necessary to perform the required work and implement the necessary programs in a timely manner; and

WHEREAS, it is unlikely that the exemption of a personal services contract with CAT will encourage favoritism in the awarding of personal services contracts or substantially diminish competition for these contracts because of the unique nature of the programs being implemented; and

WHEREAS, the awarding of a personal services contract pursuant to this exemption will result in substantial cost savings to the County because a new contractor would need to expend substantial time and effort to become familiar with the existing programs, for which the County would be charged;

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NOW, THEREFORE, IT IS HEREBY ORDERED that the contract with Community Action Team for Grant Administration Services for CDBG #D08029 is exempted from the screening and selection procedures of the Personal Services Contracting Rule.

DATED this 24th day of August, 2009.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: *Veta M. Bernhard*
Chair

By: *[Signature]*
Commissioner

By: *Carl Aisher*
Commissioner

Approved as to form

By: *Sarah Hawson*
Office of County Counsel