

**DATE:** June 20, 2022

**TO:** Rental Housing Committee

**FROM:** Andrea Kennedy, Analyst II  
Anky van Deursen, Program Manager

**SUBJECT:** **Contract with Project Sentinel for Fiscal Year 2022-23**

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**RECOMMENDATION**

To authorize the Program Manager, or designee, to execute an agreement with Project Sentinel to provide administrative and hearing process services for Fiscal Year 2022-23 for a total amount not to exceed \$115,000 as follows:

1. Administrative support services in an amount not to exceed \$10,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$5,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$100,000.

**BACKGROUND**

Since the beginning of Fiscal Year 2017-18, Project Sentinel has been providing services regarding Community Stabilization and Fair Rent Act (CSFRA) prehearing settlement conference services as well as petition hearing services and recruitment of Hearing Officers for the petition process.

On March 26, 2018, the Rental Housing Committee (RHC) directed staff to issue a Request for Proposals (RFP) process to determine available specialized resources in the market and to make an informed selection of professional organizations that provide administrative and hearing process services. The RFP process involved a number of steps, including defining the scope of professional services to be included in the RFP, identifying qualified vendors, and evaluating responses to find the most qualified and suitable professionals to present to the RHC. After the completion of the RFP process, Project Sentinel was selected by the RHC to continue to provide related services.

## **ANALYSIS**

Project Sentinel has been providing services since Fiscal Year 2017-18. In order to reimburse Project Sentinel for the services in Fiscal Year 2022-23, an agreement needs to be executed. In accordance with the adopted policies and procedures for the execution of agreements, staff seeks authorization from the RHC for the Program Manager, or designee, to execute an agreement with Project Sentinel for administrative and hearing process services for Fiscal Year 2022-23 because the amount of this contract exceeds \$50,000. The total amount for these services is not to exceed \$115,000 as follows:

1. Administrative support services in an amount not to exceed \$10,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$5,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$100,000.

## **FISCAL IMPACT**

The RHC is considering a budget for the Rent Stabilization Program for Fiscal Year 2022-23, including up to \$115,000 for administrative and hearing process services. It is projected the budgeted amount for these services will be sufficient for the 12 months of Fiscal Year 2022-23. Staff will return to the RHC if additional services beyond the budgeted amount in the recommendation are needed.

**PUBLIC NOTICING**—Agenda posting.

AK-AvD/JS/8/CDD/RHC

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