

DATE: June 12, 2023

TO: Rental Housing Committee

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

SUBJECT: **Contract Renewal with Project Sentinel for Fiscal Year 2023-24**

RECOMMENDATION

1. Authorize the Program Manager or designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Community Stabilization and Fair Rent Act for Fiscal Year 2023-24 for a total amount not to exceed \$120,000 as follows:
 - a. Administrative support services in an amount not to exceed \$10,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$10,000; and
 - c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$100,000.

2. Authorize the Program Manager or other designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Mobile Home Rent Stabilization Ordinance for Fiscal Year 2023-24 for a total amount not to exceed \$30,000 as follows:
 - a. Administrative support services in an amount not to exceed \$1,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$4,000; and
 - c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$25,000.

BACKGROUND

Since the start-up of the Rent Stabilization Program in Fiscal Year 2017-18, Project Sentinel has been supplying services regarding the 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 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 several 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 provide said services. Project Sentinel has been providing these services since then and also added prehearing and hearing services for the Mobile Home Rent Stabilization Ordinance (MHRSO) in October 2021.

ANALYSIS

In order to continue the services of Project Sentinel in Fiscal Year 2023-24, an agreement with Project Sentinel needs to be executed. RHC adopted policies and procedures for the execution of agreements, stating that for any contract in an amount over \$50,000, authorization is needed from the RHC for the Program Manager or designee to be able to execute such agreements. The total amount for CSFRA services is not to exceed \$120,000 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 \$10,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$100,000.

The total amount for MHRSO services is not to exceed \$30,000 as follows:

1. Administrative support services in an amount not to exceed \$1,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$4,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$25,000.

FISCAL IMPACT

The RHC has approved a budget for the Rent Stabilization Program for Fiscal Year 2023-24, including up to \$120,000 for administrative and hearing process services for the CSFRA and up to \$30,000 for administrative and hearing process services for the MHRSO. It is projected that the budgeted amount for these services will be sufficient for the 12 months of Fiscal Year 2023-24. Staff will return to the RHC if additional services beyond the budgeted amount in the Recommendation are needed.

PUBLIC NOTICING—Agenda posting.

AK-AVD/6/CDD/RHC

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