



# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

AM No. 841 - 2024

Meeting Date: October 22, 2024

1 **FROM: MAYOR**

2  
3 **SUBJECT: RECOMMENDATION OF AWARD OF A CONTRACT TO HENNING INC.**  
4 **(HENNING) FOR NON-CONGREGATE SHELTER SERVICES FOR THE**  
5 **MUNICIPALITY OF ANCHORAGE (MOA), ANCHORAGE HEALTH**  
6 **DEPARTMENT (AHD), (REQUEST FOR PROPOSAL (RFP) 2024P042)**  
7 **(NOT TO EXCEED (NTE) \$3,711,960.00).**  
8

9 At the request of AHD, Purchasing issued RFP 2024P042 to identify a provider for non-  
10 congregate shelter services. The RFP was issued on August 1, 2024, and proposals  
11 were due on August 30, 2024. Two proposals were received and scored by an evaluation  
12 committee. Henning's proposal received the highest number of points and was  
13 recommended for award by the committee. The total contract amount is NTE  
14 \$3,711,960.00 for a period of performance of October 24, 2024, through April 30, 2025.  
15 This amount is based on a per person, per day rate of \$98.20, up to a maximum of 200  
16 people per day. Services will be paid for based on actual number of people served per  
17 day.  
18

19 The Contractor will provide non-congregate shelter services at 3 locations provided by  
20 the Contractor: the Alex Hotel, Suites on Spenard, and the Merrill Field Inn on Sitka  
21 Street, and the Henry House on E. 4<sup>th</sup> Avenue. Non-congregate is the term used to refer  
22 to shelters in which an individual or family has living space that offers some level of  
23 privacy. Services provided will include case management and a peer support team with  
24 an emphasis on transitioning people into permanent housing and safety patrols to  
25 monitor activity inside and outside of the facility. The Contractor will be required to enter  
26 data into the Homeless Management Information System (HMIS), ensure that a  
27 Coordinated Entry assessment is made available to individuals within 7 days of their  
28 initial stay, and provide regular reports to AHD. Food services will be provided under a  
29 separate contract.  
30

31 AMC 7.15.080 A.4 requires that contracts with an original award value greater than  
32 \$1,500,000.00 request the maximum change order value concurrent with the approval of  
33 the contract; however, AHD is not requesting any change order authority. If any change  
34 orders become necessary, approval for such will be requested from the Assembly at that  
35 time.  
36

37 Based on the above information, and the attached Department Memorandum it is  
38 recommended the Assembly approve the award of this Contract to Henning in an NTE  
39 amount of \$3,711,960.00 for a period of performance of October 24, 2024, through April  
40 30, 2025, with one optional renewal period of May 1, 2025, through June 30, 2025, upon  
41 mutual consent of both parties and lawful appropriation of funds. If all options are

1 exercised, the total NTE amount will be \$4,910,000.00.

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3 Prepared by: Anchorage Health Department  
4 Reviewed by: Ryan Marquis, Principal Buyer, Purchasing  
5 Recommended by: Kimberly Rash, Director, AHD  
6 Approved by: Chris Hunter, Purchasing Director  
7 Fund Concurrence: William D. Falsey, Acting CFO  
8 241900-242000-2000147-80003952-530380 \$114,505.00  
9 (CDBG-CV3 Non-Congregate Cold Weather Shelter)  
10 241900-242000-2000124-80003951-530380 \$141,647.00  
11 (CDBG-CV1 Non-Congregate Cold Weather Shelter)  
12 101000-244000-530380 \$1,099,008.00  
13 (Subject to Appropriation of Sprung Structure Sale Proceeds)  
14 XXXXX-XXXXXX-530380  
15 (Subject to Appropriation 2025) \$2,356,800.00  
16 Concur: William D. Falsey, Acting Chief Administrative Officer  
17 Concur: Rebecca A. Windt Pearson, Municipal Manager  
18 Respectfully submitted: Suzanne LaFrance, Mayor