

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 18, 2022

Topic:

Award and authorize the City Manager to execute a Professional Services Contract with Public Management, Inc. for Grant Administration Services (RFP 2022-05) and a specific work authorization for grant administration services for American Rescue Plan Act funds in the amount \$95,000.00; and authorize the expenditure of funds from the American Rescue Plan Act funds.

Background:

A request for proposals (RFP) was issued in May 2022 seeking proposals for grant administration services from qualified firms. Through the RFP, the City sought firms that could assist with the administration of our American Rescue Plan Act (ARPA) funds, as well assist with identification, applications, preparations, and management of future grant opportunities and administration of grant funds if awarded.

Staff received five proposals which were scored by an internal panel. The top three scoring firms were invited to interviews. Following the interviews, the staff panel agreed that Public Management was able to offer the services required and had a vast knowledge of differing grant opportunities and funding agencies.

Under this contract Public Management will administer the City's ARPA funds for an amount totaling \$95,000. In addition, this agreement allows Public Management to provide general grant administration services to the City including application, submittal, administration and grant close out for all future grant opportunities; funding for these services will be in the Fiscal Year 2023 budget.

Origination: Project Management Office

Recommendation:

Staff recommends award and approval of the Professional Services Contract with Public Management for grant administration services for \$95,000.00.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____ If yes, specify Account Number: #215-6304

If no, funds will be transferred from account # _____ To account # _____

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|--------|---------------------|-------------|--------------|
| Signed | <u>Meagan Mageo</u> | Approved by | _____ |
| | Staff Member | | City Manager |
| | Date | | Date |

