



Legislation Text

File #: 2018-333, Version: 1

Report to Mayor and City Council

Tuesday, May 15, 2018

Consent

SUBJECT:

CONSIDER A CONTRACT WITH A CONSULTANT FOR GRANT IDENTIFICATION AND WRITING SERVICES (CITY COUNCIL)

I. SUMMARY

The City has been consulting with California Consulting for grant identification and writing services for the past 18 months. During that time, eleven grant applications have been submitted and five have been awarded totaling \$500,415.00 in grants funds received by the City of Carson (Exhibit No. 1). The current contract between the City and California Consulting expires May 30, 2018. Staff has conducted a request for qualifications (RFQ) for these services. Staff received three responses and recommends continuing with California Consulting.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD a three-year contract to California Consulting to provide grant identification and writing services for the period of June 1, 2018 through May 31, 2021, with two additional one-year extensions at the City's sole election, and should the City exercise those options the agreement has the potential of reaching May 31, 2023;
2. AUTHORIZE the Mayor to execute the contract after approval as to form by the City Attorney, and
3. AUTHORIZE the City Manager to execute each of the optional extensions in one year increments.

III. ALTERNATIVES

The City Council may consider other consultants for grant identification and writing services however, doing so will cut short the momentum that has developed over the last eighteen months with California Consulting.

IV. BACKGROUND

In preparation for this RFQ, staff surveyed the surrounding cities to see if they work with a grant consultant and if so, which consultant(s) those cities have done business with. From there a RFQ was released and three firms responded; Blais and Associates, SJC3 Consulting and California Consulting. Those responses are included as Exhibit No. 2, 3 and 4.

<u>Consultant:</u>	<u>Rate:</u>
Blais and Associates	\$150 per hour
SJC3 Consulting	\$100 per hour
California Consulting	\$4,000 per month

In addition, while reviewing the responses, staff confirmed with California Consulting staff that their monthly rate will remain a flat fee \$4,000.00. This rate includes out of pocket expenses. Their written response noted the opposite which was submitted in error.

HISTORY:

During the November 14, 2016, Council meeting the City Council approved a six-month pilot program for grant identification and writing services with California Consulting. Following the City Council's approval of the six-month contract representatives from California Consulting met with City staff to complete a needs assessment in order to assist in identifying grants that match up with city projects in need of funding.

During the May 16, 2017, Council meeting the City Council approved a one-year contract for grant identification and writing services with California Consulting. That contract will expire on May 30, 2018. A request for qualifications was conducted and the responses are attached herewith. In order to continue grant identification and writing services, the City Council is asked to consider entering into a contract with California Consulting.

SUMMARY OF SERVICES:

California Consulting meets with City staff on a monthly basis to ensure we are organized and moving forward in our search for grant funds. The firm regularly tracks grant announcements and has provided a grant activity report each month detailing the grants available, the grants in progress and the grants submitted. The firm has also provided grant writing assistance to the City staff, assisting staff in presenting the information in our grant applications in a clear, consistent and concise manner.

The City had not had recent experience with a grant research and writing firm, so the last year and a half has been an effective experiment to learn how a long term agreement might be successful in our organization. Staff has not prepared a new contract at this point, since the Council will need to decide whether to continue doing business with California Consulting or not. Staff will work with the chosen consultant and the City Attorney to complete the appropriate contract.

V. FISCAL IMPACT

Funds for grant writings services are included in the proposed FY 18/19 general fund budget at the rate of \$4,000 per month in the City Manager account no. 01-50-010-001-6004.

VI. EXHIBITS

1. California Consulting Grant Report November 2016 - April 2018. (pgs. 4-6)
2. Blais and Associates Response to RFQ for Grant Services. (pgs. 7-15)
3. SJC3 Consulting Response to RFQ for Grant Services. (pgs. 16-23)
4. California Consulting Response to RFQ for Grant Services. (pgs. 24-29)
5. California Consulting Executed Agreement. (pgs. 30-42)

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