



SUMMARY REPORT

Agenda Date: 10/19/2021

To: Board of Supervisors

Department or Agency Name(s): County Administrator

Staff Name and Phone Number: Christel Querijero, (707) 565-2431

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Contracts for grant writing and research services to secure external funding for priority initiatives

Recommended Action:

- A) Authorize the Chair to execute the contract for grant writing services with the Glen Price Group in an annual amount not to exceed \$200,000 for three years, and with two optional one-year extensions (a total amount not to exceed \$1,000,000 over five years). ☐
- B) Authorize the Chair to execute the contract for grant writing services with Engineering Solutions Services in an annual amount not to exceed \$100,000 for three years and with two optional one-year extensions (a total amount not to exceed \$500,000 over five years). ☐
- C) Authorize the Chair to execute the contract for grant researching with Carahsoft Technology Corp. in an annual amount of \$34,450.92 for three years and with two optional one-year extensions (a total amount not to exceed \$172,225 over five years). ☐

Executive Summary:

This item requests that the Board approve several multi-year agreements for grant locating, researching and writing services. Two agreements will be on an as-needed basis: one will be with the Glen Price Group (GPG) for an annual amount not to exceed \$200,000, and the other with Engineering Solutions Services (ESS) for an annual amount not to exceed \$100,000. Another contract, with Carahsoft Technology Corp, who subcontracts with eCivis, will be for software platform and grant opportunity database access, for \$34,450.92 annually.

These contracts represent an ongoing effort to maximize external funding awards by building grant writing capacity, creating awareness of funding opportunities, and coordinating multi-agency proposals.

On March 2, 2021, the Board of Supervisors affirmed the need to pursue external funding in the form of grants as part of the Strategic Plan, citing the goal to secure \$60 million in grant funding by 2026 for strategic priorities. The County has contracted for grant writer and locator services for over fifteen years.

Discussion:

In June of 2021 staff released a Request for Proposals (RFP) inviting grant locating, research and writing consultants to apply. Staff received proposals for grant researching and writing from the following firms: The Glen Price Group, Resource Development Associates, Global Urban Strategies, Engineering Solutions Services, Reza Environmental, Carahsoft Technology Corp. (Ecivis), Blais & Associates and California Consulting Incorporated. eCivis, through Carahsoft, was the only firm that submitted a robust grant locating service.

An evaluation committee consisting of staff from Transportation and Public Works, Sonoma County Regional Parks, Sonoma Water, Permit Sonoma, the County Administrator's Office and the Sheriff's Office reviewed the proposals and determined that a combination of contractors could best meet the needs of the County.

Engineering Systems Solutions (ESS) demonstrated their ability to recommend grants to the County based on priorities identified in the Strategic Plan - aligning grant opportunities to specific objectives of the Strategic Plan. ESS staff are former municipal managers with technical and funding expertise particularly in the areas of emergency preparedness, infrastructure including water infrastructure, transportation, parks, energy efficiency and sustainability projects. ESS will focus on securing grant funding for the Resilient Infrastructure and Climate Action and Resiliency pillars of the strategic plan, in addition to other related priorities.

The Glen Price Group (GPG) has provided grant writing services since 2003 and demonstrated their ability to provide comprehensive proposal development and research. Their experience with health and human services will complement the grant research and development provided by ESS. GPG will develop a funding forecast tool that displays competitive grant opportunities aligned to strategic plan goals and objectives. GPG will focus their research and development on grants for the Healthy and Safe Communities, Organizational Excellence and Racial Equity and Social Justice pillars of the strategic plan.

eCivis is the premier provider nationwide for grant locating services, and the only proposer who provided a comprehensive solution to grant locating. eCivis modernizes grant management systems for state and local governments to maximize grant revenues, reduce costs, and decrease administrative burden on staff. Their software subscription will allow County staff to independently search and set up notifications for grants to augment or review the work of ESS and GPG. eCivis provides robust grant management solutions with web-based tools, including storage of all project related records and documents, management and tracking of project communications, data tracking and reporting, and efficient application development and review. eCivis' solutions extend to post-award grant management including cost tracking and reporting. The County has worked with eCivis for over a decade for grant locating services.

Prior Board Actions:

June 23, 2020: Authorized a second amendment with the Glen Price Group

May 21, 2019: Authorized an amendment with the Glen Price Group

June 14, 2016: Authorize a three-year agreement with Glen Price Group with two optional one-year extensions.

June 16, 2015: Authorized amendments with the Glen Price Group and eCivis.

June 25, 2013: Authorized amendments with the Glen Price Group and eCivis.

June 26, 2012: Authorized agreements with the Glen Price Group and eCivis for grant development and grant locator services, respectively.

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	334,451	334,451	334,451
Additional Appropriation Requested			
Total Expenditures	334,451	334,451	334,451
Funding Sources			
General Fund/WA GF	184,451	184,451	184,451
State/Federal			
Fees/Other	150,000	150,000	150,000
Use of Fund Balance			
Contingencies			
Total Sources	334,451	334,451	334,451

Narrative Explanation of Fiscal Impacts:

Carahsoft: Carahsoft, who subcontracts with eCivis, provides grant locating and management services. The CAO will continue to cover the cost of the contract (\$34,450.92 annually for the next three years), and any of the optional extension years. Appropriations exist for this contract, no additional funding is necessary.

GPG: The CAO has appropriated half of the GPG contract (\$100,000) for CAO-led proposals, which leaves \$100,000 capacity for departmental use. The half of the contract reserved for department use is covered in departmental appropriations.

ESS: The CAO has appropriated half of the ESS contract (\$50,000) for CAO-led proposals, which leaves \$50,000 capacity for departmental use. The half of the contract reserved for department use is covered in departmental appropriations.

STAFFING IMPACTS

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment A: Contract and Master Terms with Carahsoft Technology Corp.

Attachment B: Contract and Master Terms with Glen Price Group

Attachment C: Contract and Master Terms with Engineering Solution Services

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Related Items “On File” with the Clerk of the Board:

None