

MEMORANDUM



TO: Board of County Commissioners County Administrator
County Clerk County Counselor

FROM: Shane Krull, County Administrator

DATE: May 27, 2020

SUBJECT: Request to add attached item to the May 27, 2020 BOCC meeting.

Please consider adding the selection of a grant administrator to the agenda.

ACTION AGENDA:

4. RFP for CDBG-CV Administration – Miami County is seeking a CDBG-CV award from the Kansas Department of Commerce. If awarded, the county would need a grant administrator. Notices were submitted to the region's eligible administrators soliciting their interest.

Staff is recommending: Accept the proposal from Western Consultants DBA Governmental Assistance Services (GAS) for administration services pending an award to the county by the Kansas Department of Commerce for the CDBG-CV project.

Consultant Services for CDBG Administration

	Max Points	Western Consultants DBA Governmental Assistance Services (GAS)	Mid- America Regional Council	Thrive Allen County	Ranson CityCode Financial	South Central Kansas Economic Development District, Inc.	Southeast Kansas Regional Planning Commission
Project Approach	40	35	25	30	30	0	0
Key Staff Members/Firm Personnel	5	5	5	5	5	0	0
Firm Experience/Quality of Similar Work	40	35	30	20	20	0	0
Applicable Resources/Staff Utilization	10	10	10	10	7	0	0
Other: Bid Amount	5	4	5	5	4	0	0
TOTAL	100	89	75	70	66	0	0

Proposed maximum fee: \$15,000 \$13,000 \$13,000 \$13,000 \$15,000

If awarded, the CDBG fee would be reimbursed by the grant. The amount is show here as a matter of reference.

MIAMI COUNTY

STAFF REQUEST FOR COMMISSION ACTION

SUBMITTED BY: Janet McRae	REQUESTED MEETING DATE: Wednesday, May 27, 2020
DEPARTMENT: Economic Development	REQUESTED MEETING: <input type="checkbox"/> STUDY SESSION <input checked="" type="checkbox"/> REGULAR MEETING
CONTACT INFORMATION: jmcrae@miamicountyks.org, (913) 294-4045	PROJECT / REFERENCE NUMBER:

AGENDA SUBJECT:
RFP for CDBG-CV Administration

AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Miami County is seeking a CDBG-CV award from the Kansas Department of Commerce. If awarded, the county would need a grant administrator. Notices were submitted to the region's eligible administrators soliciting their interest.

REQUESTED ACTION / STAFF RECOMMENDATION:
Accept the proposal from Western Consultants DBA Governmental Assistance Services (GAS) for administration services pending an award to the county by the Kansas Department of Commerce for the CDBG-CV project.

BUDGET IMPACT:
If awarded a CDBG-CV, the cost for services would be covered by the grant.

BUDGET AVAILABLE FOR THIS ITEM: \$	BUDGET REMAINING FOR THIS ITEM: \$	
FUND / LINE ITEM TO BE CHARGED: ###-###-####	ITEM BUDGETED?: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CAPITAL PROJECT?: <input type="checkbox"/> YES <input type="checkbox"/> NO

Janet McRae Digitally signed by Janet McRae
Date: 2020.05.26 15:21:30 -05'00'

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

Comments: _____

SIGNATURE: _____ DATE: _____

LEGAL REVIEW

Comments: _____

SIGNATURE: _____ DATE: _____

ADMINISTRATOR REVIEW

Comments: _____

SIGNATURE: _____ DATE: _____

COUNTY CLERK'S OFFICE USE

Commission Action Taken:
 Accepted Denied Postponed Acknowledged

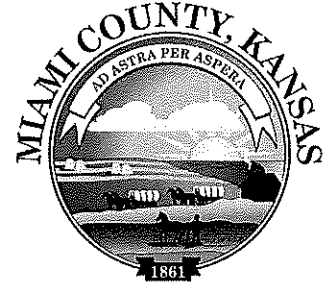
Date Action Taken: _____ Required Follow-up Date: _____

Publication Required: Yes No Submitted to Publication By: _____

NPG Account Number: _____

Mail Distribution Required: Yes No Mailed By: _____

Memo



Janet McRae
Economic Development
Director

To: Shane Krull, county administrator, and
Miami County Commissioners

From: Janet McRae, director of economic development

Date: May 26, 2020

Subject: CDBG-CV RFP responses

On May 15, a Request for Proposals was sent to 23 certified Community Development Block Grant administrators who service the Miami County area. They represent about a dozen agencies involved in administering CDBG programs. Two responses were received declining to provide a proposal. Both of those agencies indicated that proximity was their main factor in not responding to the proposal.

Four formal proposals were received and evaluated. A summary sheet of those evaluations is attached. If the Kansas Department of Commerce awards a CDBG grant to the county, the allocation would cover this administrative expense.

While each of the responding firms have experience administering CDBG funds, GAS has been actively administering grants for the City of Osawatomie and has previously administered a grant for Miami County. The firm also crafted the county's CDBG application for this program and has been very responsive throughout the application process.

Staff recommends that Miami County select Western Consultants DBA Governmental Assistance Services (GAS) as their CDBG administrator pending an award by the Kansas Department of Commerce.