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| | Approved | Denied |
| Date Action Taken: | 9/25/06 | |
| Other: | | |
| Verified by: | [Signature] | |

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-55

TITLE: AWARD OF CONTRACT TO SHAW ALASKA, INC., IN THE AMOUNT OF \$35,000 FOR PUBLIC SAFETY GRANT WRITING SERVICES.

Agenda of: September 25, 2006

Date: September 1, 2006

Originator: William A. Miller, Purchasing Officer

| Route to: | Department | Signature/Date |
|-----------|---|---------------------|
| X | Police Chief Youth Court, Dispatch, Code Compliance | [Signature] 9/5/06 |
| | Culture and Recreation Services Director Library, Museum, Sports Complex | |
| | Public Works & Recreation Facility Maintenance Director | |
| X | Finance, Risk Management & MIS Director Purchasing | [Signature] 9/25/06 |
| X | Deputy Administrator Planning, Economic Development, Human Resources | [Signature] 9/5/06 |
| X | City Clerk | [Signature] |

REVIEWED BY MAYOR DIANNE M. KELLER: [Signature]

FISCAL IMPACT: yes \$35,000 *or* no Funds Available yes no
 Account name/number: 001-4210-420.30-34 WPD – Professional Services / Other
 Attachments: RFP 0629-0-2007/WM Score Sheet

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on June 26, 2006, the City of Wasilla issued Request for Proposal 0629-0-2007/WM for Public Safety Grant Writing Services. This RFP was for grant writing services for federal and state grants that would be utilized for public safety equipment and overtime that would help reduce the cost of public safety for the taxpaying public.

Proposals were received from two firms: Public Safety Consultants, Inc., (PSCI) and Shaw Alaska, Inc., (SCI). Following a thorough review of the proposals to ensure each was responsive and responsible, a committee of three scorers (Chief of Police, Deputy Chief of Police, and Purchasing/Contracting Officer) scored the proposals. Based upon firm experience, experience of the grant assigned to the City, methodology/approach, communication, proposed fee structure, and response from two references, Shaw Alaska, Inc., scored the highest with 263 total points (see attached). Shaw Alaska, Inc.,

currently writes grants for other Alaska municipalities including the City/Borough of Juneau and the Village of Quinhagak.

SCOPE OF SERVICES FOR THIS CONTRACT: The City of Wasilla (City) is seeking proposals from qualified firms or independent individuals to assist the City in identifying and monitoring of federal, state, regional, and local foundation grant opportunities available to the City. It is the intent of the City to secure the services of a highly qualified firm and/or independent individual with experience and performance in successfully securing grant funding.

- 1.1. The Successful Proposer shall provide assistance to the City in identifying grant opportunities, and general grant writing services associated with the completion of grant applications. The Successful Proposer shall initially coordinate with the Wasilla Police Department and coordinate, write and manage the preparation of grant application/proposal documents, track the approval process, and follow up on any additional requirements. Future requirements may include assisting other City departments with grant applications, tracking, etc. The City expects implementation of the service by no later than September 1, 2006.
- 1.2. The successful Proposer shall conduct research to identify available grants and provide general grant writing services associated with the completion of grant applications/proposals on behalf of the Wasilla Police Department. The focus of the grant writing effort will be to supplement the operations and continued expansion of the Wasilla Police Department.
- 1.3. The Proposer shall provide a highly qualified and experienced individual(s) to be the Lead Grant Writer for this project.
- 1.4. The City shall approve any staff change of the Lead Grant Writer during the term of the award.
- 1.5. The Successful Proposer(s) shall obtain a clear understanding of the operations and requirements of the Wasilla Police Department.
- 1.6. Research public and private funding opportunities consistent with the priorities set by the Wasilla Police Department, present findings, and make recommendations.
- 1.7. Review funding possibilities with the Police Chief, Deputy Police Chief and Director of Finance to describe the needs that will be met and establish a coordinated approach and strategy for the grant effort.
- 1.8. Write, coordinate, manage, prepare and submit grant applications/proposals to identified public and private sector funding sources.

- 1.9. Provide a monthly report identifying the number of applications submitted, the entity submitted to, the dollar amount requested, matching funds required, a description of the project/program, awards, denials and copies of submitted grants.
- 1.10. Monitor grants and provide appropriate reports to comply with grantor's requirements including closeout documents.
- 1.11. Provide progress reports with billing invoices identifying in detail the services provided during the billing period.
- 1.12. The Lead Grant Writer must be reasonably available at all times during normal business hours to assist, meet and visit with the Chief of Police, Deputy Police Chief, Director of Finance, and Mayor/City Council when required.

ACTION: Council is requested to authorize the award of a contract for public safety grant writing services to Shaw Alaska, Inc. The City may terminate this Contract, and Shaw Alaska, Inc., waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.