



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager



Date: November 5, 2015
Board Meeting Date: November 17, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: John L. Maltbie, County Manager

Subject: Agreements with Dudek and Hatcheul Tabernik & Associates to provide grant application writing services

RECOMMENDATION:

Adopt resolutions authorizing the County Manager or his designee to execute:

- A) An agreement with Dudek to provide grant application writing services for the term of November 17, 2015, through June 30, 2016, in an amount not to exceed \$50,000, and with an option by the County to extend such agreement through June 30, 2017; and
- B) An agreement with Hatcheul Tabernik & Associates (HTA) to provide grant application writing services for the term of November 17, 2015, through June 30, 2016, in an amount not to exceed \$50,000, and with an option by the County to extend such agreement through June 30, 2017.

BACKGROUND:

The Fiscal Year 2015-17 budget appropriated \$200,000 to the County Manager's Office for grant writing services. On July 17, 2015, the County issued a Request for Proposals (RFP) for grant writing services for the term of October 2015 through October 2016. Upon the closing of the RFP process, the County received eight proposals from across the County. The responding firms were Angie Brewer and Associates, California Consulting, DJT Consulting, Dudek, the Ferguson Group, Grant Management Associates, HTA, and Operative Consulting Services.

DISCUSSION:

A review committee comprised of staff from the County Manager's Office, Office of Sustainability, Probation Department, Human Services Agency, Heath System, and Board of Supervisors conducted an initial review of the eight proposals narrowing the

pool down to four. The four firms interviewed were DJT Consulting, Dudek, the Ferguson Group and HTA. Given the array of grant funding opportunities sought by departments, the review committee determined that no single firm possessed all the skills needed to meet the County's current grant writing needs. The committee recommends that the County enter into agreements with two firms, Dudek and Hatchuel Tabernik & Associates. These two firms have excellent and complimentary qualifications in the areas needed by County departments and the Board.

Dudek is a California-focused environmental firm with extensive grant application writing experience and a proven track record of writing successful applications for grants from California Department of Water Resources, California Coastal Conservancy, and US Bureau of Reclamation programs. With its broad experience and expertise in environmental and sustainability grants, Dudek is the most qualified firm to assist our departments in applying for these highly competitive grants.

Hatchuel Tabernik & Associates (HTA) is a Berkeley-based consulting firm with a record of writing successful applications for social service, criminal justice, behavioral health and early childhood and K-12 education grants. Their experience in assisting entities in obtaining Byrne Criminal Justice, Mentally Ill Offender Crime Reduction and School Improvement Program grants from both state and federal sources make them the best selection to support the County's social service, criminal justice and health departments.

The County Manager's Office is working with all its departments to develop a set of policies to guide the use of the new grant application writing services. Policies will assist departments in navigating the grant process from beginning to end and ensure the development of highly competitive grant applications. Prior to the development of a grant application, the firm producing the application will be required to submit a scope of work and budget for County Manager's Office approval. The cost of producing each grant application will be billed against each respective firm's \$50,000 contract.

The proposed Agreements with Dudek and HTA are for terms expiring on June 30, 2016, with options by the County to extend such Agreements until June 30, 2017, at the same rate of payment. The County Manager's Office requests that the Board authorize the County Manager or his designee to extend the term of the contract if it is determined to be in the County's best interest. The Board is also being asked to authorize the County Manager or her designee to execute amendments which do not exceed an aggregate of \$25,000.

These Agreements contribute to the Shared Vision 2025 outcome of a Collaborative Community by contracting for services that will allow County departments to work together to seek supplemental grant funding to enhance services for the County's most vulnerable populations.

PERFORMANCE MEASURE(S):

Measure	FY 2015-16 Estimates	FY 2016-17 Estimates
Percentage of grant applications awarded funds	50%	50%

FISCAL IMPACT:

The maximum payments authorized pursuant to the proposed Agreements, in the event that the County exercises its options to extend such Agreements, is \$200,000 (\$50,000/year for each contractor, for two years). The Net County Cost of \$200,000 has been appropriated in the Adopted Fiscal Year 2015-16 and 2016-17 Budgets.