

## **RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING THE COUNTY MANAGER OR HIS DESIGNEE TO EXECUTE AN AGREEMENT WITH HATCHUEL TABERNIK & ASSOCIATES 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, WITH AN OPTION BY THE COUNTY TO EXTEND SUCH AGREEMENT THROUGH JUNE 30, 2017**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the Fiscal Year 2015-16 and 2016-17 budgets appropriated \$100,000 in each fiscal year for grant writing services; and

**WHEREAS**, on July 17, 2015, the County Manager's Office issued a Request for Proposals (RFP) to provide grant writing services for the term of October 2015 through October 2016, and upon the closing of the RFP process the County had received eight proposals from across the Country; and

**WHEREAS**, 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 firms for interviews; and

**WHEREAS**, in light of the wide variety of grants for which County departments apply, it was determined that no single proposer possessed all the skills

needed to meet the County's current grant writing needs; and

**WHEREAS**, following interviews, the review committee determined that the County should contract with Hatchuel Tabernik & Associates (HTA) for certain grant writing services; and

**WHEREAS**, there has been presented to this Board of Supervisors for its consideration and acceptance, a form of agreement with HTA for the provision of grant writing services, reference to which is hereby made for further particulars, for the term of November 17, 2015, through June 30, 2016, in the maximum amount of \$50,000, with an option by the County to extend such agreement to June 30, 2017, on the same payment terms.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the County Manager, or the County Manager's designee, be, and is hereby, authorized and directed to execute said Agreement with HTA for and on behalf of the County; and

**IT IS FURTHER DETERMINED AND ORDERED** that the County Manager or his designee is hereby authorized to exercise the County's option to extend the Agreement if it is determined to be in the County's best interests to do so, and also to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000, or which modify the term of the Agreement and/or the services provided so long as the modified term or services is/are within the current or revised fiscal provisions.

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