

MOTION NO. M2013-81

Grants Program Consultant Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	10/3/2013	Final Action	Brian McCartan, Executive Director, Finance & Information Technology Lisa Wolterink, Grants Manager	206-398-5100 206-689-3359

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with two one-year options to extend with Spectrum Design to provide grants program consultant services for a total authorized contract amount not to exceed \$300,000.

KEY FEATURES SUMMARY

- Under this contract, Spectrum Design will assist Sound Transit in developing competitive grant applications to help meet grant assumptions included in the agency’s financial plan.
- The process of applying for and securing grants is cyclical in nature, resulting in spikes in workload and the need for additional resources and specialized expertise.
- The scope of work consists of performing specialized grant development and administration duties; and providing assistance and professional support to management and staff in a range of grant strategy, analysis and reporting activities. The contract will be utilized on an as-needed basis.
- The requested contract amount covers the three-year contract and the two one-year options.

BACKGROUND

Spectrum Design will serve as a technical consultant to Sound Transit management and staff on grant administrative and grant development issues. Duties include researching potential new grant funding sources, assisting with the technical writing of grant proposals, reviewing grant agreements and assisting in meeting the reporting requirements of grantor agencies.

Because some grant competitions happen annually, biennially, or on another cyclical schedule, it is recommended that the agency have additional resources available through a consultant and not a regular full time employee. Grant consulting services included in this contract are mainly needed when grant proposals are due and when grant agreements are executed. When there are fewer grant competitions available, consultant services are not needed.

FISCAL IMPACT

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit’s current long-term financial plan and the subarea financial capacity.

The total requested amount for the five-year period is \$300,000, an estimated \$10,000 of the contract could be utilized in 2013. The balance will be requested in future years’ staff operating budgets.

Action Item: Grants program consulting services with Spectrum Design.

Current Year Budget	Adopted 2013 Budget	Spent to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
Finance and Information Technology Services				-
Services Total	7,527	4,188	10	3,329
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Spending Plan	Prior Year(s) Spending	2013 Spending	Future Expenditures	Total
Spectrum Design	-	10	290	300

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Spectrum Design	-	-	300	300
Contingency	-	-	-	-
Total	-	-	300	300
Percent Contingency	-	-	0%	0%

Notes:

Budget for this item is located on page 81 of the Adopted 2013 Budget, under the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru August 31, 2013.

SMALL BUSINESS PARTICIPATION

While there is no Small Business participation goal for this contract, Spectrum Design is a certified DBE firm that will perform 100% of the anticipated work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

Spectrum Design is a one-person, woman-owned firm with no additional staff.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not create a significant impact to the Grants Division.

PRIOR BOARD/COMMITTEE ACTIONS

None.

ENVIRONMENTAL REVIEW

JI 9/23/2013

LEGAL REVIEW

JW 9/27/2013

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with Spectrum Design to provide grants program consultant services for a total authorized contract amount not to exceed \$300,000.

BACKGROUND:

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options to extend with Spectrum Design to provide grants program consultant services for a total authorized contract amount not to exceed \$300,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 3, 2013.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator