

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by **9:00am on Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 2/16/2024

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
- Dedication/Vacation Appropriation/Supplemental DRMC Change
- Other:

2. Title: Amends an agreement with Base Tactical Disaster Recovery Inc., adding an additional \$56,239.50 for a new contract total of \$2,367,777.50. This amendment serves to add funds to cover the additional expenses incurred under the current terms of their contract ending 12/31/2023.

3. Requesting Agency: Department of Finance

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Dan Fechter	Name: Carolina Flores
Email: Daniel.Fechter@denvergov.org	Email: Carolina.flores@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

When COVID-19 emerged in Denver in March 2020, the Department of Finance identified FEMA public assistance as a program that would reimburse emergency expenses that had already incurred and were likely to escalate. Owing to the complexity of the FEMA claims process and having already developed a successful rapport after the 2013 floods, the City entered into an initial, three-month contract with Base Tactical Disaster Recovery Inc., that was subsequently extended until December 31, 2022.

Over that period, Base Tactical played a critical role in the City securing \$134.7M in obligated – or approved –funding from FEMA across many programmatic areas: emergency sheltering, personal protective equipment, emergency operations center expenses, Denver and Health & Hospital operations, public testing, airport operations, and vaccine administration. Base Tactical's assistance in compiling the extensive documentation required for FEMA claims and requests for reimbursement; their strategic advice when positioning proposals to the Colorado Department of Homeland Security and Emergency Management as well as to FEMA; their expertise in preparing and delivering required reporting; and their partnership when responding to subrecipient monitoring conducted by the State have all proven invaluable as the City responds to and begins to recover from Covid-19. Apart from a small amount for non-FEMA related reporting for the Coronavirus Relief Funds in prior years, the contract is paid for in full by FEMA through an allocation for administrative expenses.

This resolution approves an increase to the contract maximum by adding \$56,239.50 for a new total of \$2,367,777.50.

6. City Attorney assigned to this request (if applicable): Brian Martin

7. City Council District: N/A

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services Agreement

Vendor/Contractor Name: Base Tactical Disaster Recovery Inc.

Contract control number: FINAN-202158178

Location: N/A

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 4

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Existing Term: April 1, 2020 – December 31, 2023 – no amended dates.

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$2,311,538	\$56,239.50	\$2,367,777.50

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
4/1/20 – 12/31/23	N/A	4/1/20 – 12/31/23

Scope of work:

Assist the City in processing the City’s COVID-19 FEMA claim including:

- Provide grant management assistance and advice
- Reporting requirements for federal agencies including quarterly reporting
- Preparation of draft correspondence to State and FEMA, as required
- Review eligibility issues, as they occur
- Document filing and cost tracking to support grant requirements
- Assist in capturing and summarizing eligible costs
- Collect required documentation from Applicant departments
- Review documentation prepared by departments and contractors to ensure eligibility
- Submit Requests for Reimbursement to state and federal agencies
- Attend meetings with Applicant, State, FEMA and HHS, as necessary
- Work with the Applicant to resolve grant disputes that may arise
- If the Applicant disagrees with FEMA and / or HHS determinations, assist to strategize and write appeals
- Audit Assistance

Was this contractor selected by competitive process?

If not, why not?

During a declared emergency, Executive Order 8 and FEMA guidelines for exigent circumstances allow for a sole source procurement. Nonetheless, several firms who provide similar services were reviewed to ensure the City was receiving the most favorable services for the price.

Has this contractor provided these services to the City before? Yes No

Source of funds: FEMA Public Assistance Category Z Management Costs: \$56,239.50

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Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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