

ORDINANCE/RESOLUTION REQUEST

Please email requests to Kiki Turner
at Kiki.Turner@DenverGov.org by **noon on Friday**.

Date of Request: 6/7/2021

Please mark one: Bill Request or Resolution Request

1. Type of Request: **Contract/Grant Agreement**

2. Title: Amends Contract with Base Tactical Disaster Recovery (Base Tactical).

Approves an extension of the Contract with Base Tactical to provide consulting services and management of the City and County of Denver’s FEMA claim related to the COVID 19 Pandemic.

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: Devron McMillin	Name: Rory Regan
Email: Devron.McMillin@denvergov.org	Email: Rory.Regan@denvergov.org

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

The City initially obtained services from Base Tactical in 2018 to assist with closeout of the 2013 FEMA flood claim. Services were obtained through CH2MHill, who was under contract with Public Works regarding Federal grant funded projects. In early 2020, Risk Management had been discussing the hiring of an on-call disaster recovery firm in the event of a future disaster, and to provide guidance to the Department of Finance on establishment of processes and procedures in preparation for future disasters. When COVID 19 escalated in Denver in March 2020 it was clear that specific expertise with FEMA eligibility and claims process was needed to maximize the City’s recovery from the pandemic, a hazard FEMA has historically never covered. An initial, 3 (three) month contract with Base Tactical was executed. During this time, Risk Management was contacted by several other disaster recovery consulting firms. It was determined that Base Tactical was best suited to continue management of the City’s COVID 19 FEMA claim due to their expertise and ability to embed with City teams. As the City’s response was ongoing, the contract with Base Tactical was extended for one (1) year through 6/30/2021. This resolution approves a 2nd extension of the contract through 12/1/2022.

Administrative services such as this are covered \$100% by the FEMA grant.

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

7. City Council District: All

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR21 0680

Date Entered: _____

Key Contract Terms

Type of Contract: Standard Expenditure agreement

Vendor/Contractor Name: Base Tactical Disaster Recovery

Contract control number: #202054195-01

Location: Denver

Is this a new contract? No **Is this an Amendment?** Yes if yes, how many? 2nd

Contract Term/Duration : 17 months, 7/1/2021 – 12/1/2022

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)
\$1,120,000	\$493,894	\$1,614,454

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
4/1/2020	17 months	12/1/2022

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 Ø 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

Was this contractor selected by competitive process? N/A. During a declared emergency Executive Order 8 and FEMA guidelines allow direct contracting. Though 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

Source of funds: FEMA Grant

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR21 0680

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N/A

Who are the subcontractors to this contract? N/A.

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