

Memo to File
Contract Control Number 201101318
January 29, 2016

Dear Mayor Hancock,

The Budget and Management Office is requesting an exception to the recommendation in Executive Order 8B regarding the preferred contract maximum of 5 years. If approved, the contract will have been in place 5 ½ years when the service is re-bid in December of 2016.

The City contracted with JVA Consulting on July 25, 2011 and the original contract with all renewal terms expires June 30, 2016. This proposed amendment will extend the City's contract with JVA Consulting 6 months beyond the 5 year preferred maximum in Executive Order 8B to December 31, 2016. JVA Consulting provides grant writing, grant research, and strategic and policy assistance to City agencies and has been a key partner in the City's efforts to become more collaborative, transparent, and efficient with grants.

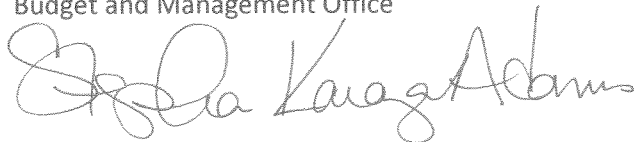
In December 2015, the City issued a Grant Management System RFP and is currently reviewing vendor responses. We expect to go live with the new system in July 2016. The new system will allow agencies to search for, vet, write, and manage grants in a secure web hosted environment. We believe the new system will change the nature of the services needed from our grant writing consultant. To better inform the scope of work for the next RFP, we would like to delay the RFP for the grant writing and consultation services until the new system has been in place for a few months. The City will be in a much better position to bid grant writing and consultation services in the fourth quarter than the second. Thank you for your consideration and on-going support of citywide grant coordination efforts.

Thank you,



Laurel Delmonico

Grant Program Administrator
Budget and Management Office



Stephanie Karayannis Adams

Acting Budget Director
Budget and Management Office