

## ORDINANCE/RESOLUTION REQUEST

Please email requests to Kiki Turner  
at [Kiki.Turner@DenverGov.org](mailto:Kiki.Turner@DenverGov.org) by **noon on Friday.**

**Date of Request: 5.9.22**

**Please mark one:**            **Bill Request**                            **or**            **X Resolution Request**

**1. Type of Request:**

- Contract/Grant Agreement**     **Interagency Agreement (IAA)**             **Rezoning/Text Amendment**  
 **Dedication/Vacation**             **Appropriation/Supplemental**             **DRMC Change**

**2. Title:** (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends an agreement with Base Tactical Disaster Recovery Inc. adding an additional \$697,084 for a new contact total of \$2,311,538. Twelve months will be added to the term with a new expiration date of 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: Rory Regan	Name: Rory Regan
Email: <a href="mailto:Rory.Regan@denvergov.org">Rory.Regan@denvergov.org</a>	Email: <a href="mailto:Rory.Regan@denvergov.org">Rory.Regan@denvergov.org</a>

**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 compiling the extensive documentation required for FEMA claims and request 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. Moving forward, these services are anticipated to continue for the balance of 2022 and into 2023. Apart from a small amount for non-FEMA related reporting for the Coronavirus Relief Funds, the contact is paid for in full by FEMA through an allocation for administrative expenses.

This resolution approves an increase to the contract maximum by adding \$697,084 for a new total of \$2,311,538. In addition, the resolution also approves an extension to the end date agreement of the agreement with Base Tactical until December 31, 2023.

**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\*\***

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*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?** 3

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

Existing Term: April 1, 2020 – December 31, 2022

Amended Dates: April 1, 2020 – December 31, 2023

**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)
\$1,614,454	\$697,084	\$ 2,311,538

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
4/1/20 – 12/31/22	12 months	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

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**Was this contractor selected by competitive process?**

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: \$677,294.50
- Coronavirus Emergency Response Fund: \$19,789.50

**ELEVATE DENVER BOND:**

**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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