



Legislation Text

File #: 22-0684, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 5-31-22

**Requesting Agency: Department of Finance
Division:**

**Subject Matter Expert Name: Rory Regan
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Phone Number:**

Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Third Amendatory Agreement with Base Tactical Disaster Recovery Inc., to continue providing consulting services and management of the City and County of Denver's FEMA claim related to the COVID-19 Pandemic, citywide.

Amends an agreement with Base Tactical Disaster Recovery Inc. by adding \$697,084 for a new contract total of \$2,311,538 and one year for a new end date of 12-31-23 to continue providing consulting services and management of the City and County of Denver's FEMA claim related to the COVID-19 Pandemic, citywide (FINAN-202263300). The last regularly scheduled Council meeting within the 30-day review period is on 7-11-22. The Committee approved filing this item at its meeting on 6-7-22.

Affected Council District(s) or citywide? Citywide

Contract Control Number: FINAN-202263300

Vendor/Contractor Name (including any "DBA"): Base Tactical Disaster Recovery Inc.

Type and Scope of services to be performed:

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.

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

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment? Amendment

Was this contractor selected by competitive process or sole source?

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.

For New contracts

Term of initial contract:

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term:

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)? Length and cost

If length changing

What was the length of the term of the original contract?

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

What is the length of the extension/renewal? One year

What is the revised total term of the contract?

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

If cost changing

What was the original value of the entire contract prior to this proposed change?

\$1,614,454

What is the value of the proposed change? \$697,084

What is the new/revised total value including change? \$ 2,311,538

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)