

Cameron County Commissioners' Court Agenda Request Form

No. _____

D-5

Date: August 7, 2018 Meeting Date Request: August 21, 2018
 Deadline for Action: _____ Contact Person: Mark A. Yates
 Department: PD&M Phone: 544-0871 Fax: 550-7219
 Department Head Name: Mark A. Yates Signature: [Signature] [Signature]

Caption:
(ACTION)

Consideration and authorization to award the following:

Grant Writing Services Professional Services – RFQ # 180701
 “At-No-Cost” Agreement (Resource Mobility Associates, Inc.)

subject to Contract negotiations and approval by Commissioners Court

approved Com Ct 8/21/18

Background: (Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation).

On July 10, 2018 Cameron County Commissioners Court approved a Request for Qualifications for Grant Writing Services and authorized to RFQ newspaper advertisement. The RFQ was mailed to five potential grant writing firms, uploaded into the County's Procurement website. The RFQ due date was posted as August 7, 2018 at 11:00 a.m.. Only one entity responded to the RFQ. Resource Mobility Associates, Inc. was the one firm responding to the RFQ.

This RFQ was designed to seek qualified consultant(s) for the grant writing services “at no cost”, but to enter into a contract management agreement upon grant award(s). The selected consultant would be reimbursed up to 15% of the grant funds for the management of the project(s). This rate will be negotiated for each grant application that is awarded. The “no-cost” consultant agreement will be for 12 months, subject for renewal one additional year by Commissioners Court. The Program Development & Management Department will provide the oversight to grant writing activities of the firm.

PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION OR PLACE N/A IF IS NOT APPLICABLE:

County Judge N/A Auditor N/A Budget [Signature] Legal [Signature] Human Resources N/A Purchasing [Signature]
 1295 Form N/A

Fiscal Data:
 Dept. Name: N/A Fund No. N/A Funds From:
 Department: Yes No Amt. Expended : \$ N/A
 General: Yes No Impact on future budget: Yes No
 Grant: Yes No

Comments:

Action taken by Commissioners' Court
 Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____