



## Legislation Text

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**File #:** RFP 21-005, **Version:** 1

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Consideration of and action on rejecting proposals received pursuant to the RFP issued for Professional Administration Services related to the American Rescue Plan Act (ARPA) and authorize issuing a new RFP for these services.

### Summary:

The City anticipates receiving a total of \$8,294,386.85 in Coronavirus Local Fiscal Recovery Funds (CLFRF) as part of the American Rescue Plan Act of 2021. One-half of the amount (\$4,147,193.43) was received in last month and we anticipate receiving the remainder of the funds in 2022.

Under the act, CLFRF recipients may use a portion of these funds for administering the CLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

On July 20, 2021, the City Council authorized issuing a RFP to solicit proposals from grant consultants to assist the City in making sure that these funds are administered in conformance with all federal requirements. The City advertised and issued the RFP on August 4. After the RFP was issued, and prior to the deadline for receipt of proposals on August 26, the City issued two (2) addenda to the RFP. An addendum (singular) or addenda (plural) are issued when it is desired by the City to make an addition to, deletion from, a material change in, or explanation of a component of the RFP. Addendum No.1 was issued on August 18 and addendum No. 2 was issued on August 19. In both addenda, the proposers were asked to acknowledge receipt of the addenda in their proposal. On August 26, 2021, the City opened proposals submitted by nine (9) companies. After the proposals were opened, it was determined that some of the proposers did not acknowledge the addenda, and that two of the companies may not have received the addenda. Therefore, it is recommended that all proposals received be rejected, the RFP be revised to incorporate the addenda, and the RFP be re-advertised. The proposed new RFP is attached.

### Fiscal/Budgetary Impact:

Coronavirus Local Fiscal Recovery Funds (CLFRF) under the American Rescue Plan Act of 2021 is the funding source.

Reject all proposals received pursuant to the RFP issued for Professional Administration Services in connection with funding received under the American Rescue Plan Act (ARPA) and authorize issuing a new RFP for these services.