



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 27, 2022	ITEM TIME:
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FROM:	J. Kennedy
TODAY'S DATE:	September 23, 2022
AGENDA TITLE:	RFP 730 NWCDC Economic Development Consultant New PSA Approval

CHECK ONE THAT APPLIES TO YOUR ITEM:

X ACTION ITEM

DIRECTION

INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

Request the Board of County Commissioners approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$340,246.50.

II. MOTION:

Motion by the Board of County Commissioners to approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$340,246.50.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE *(if applicable):*

CURRENT BUDGETED AMOUNT: \$581,250: REDI Match \$435,938 / Cash Match \$145,312

PROPOSED EXPENDITURE: \$340,246.50

FUNDING SOURCE: DOLA Grant under the Rural Economic Development Initiative

SUPPLEMENTAL BUDGET NEEDED: YES NO

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None



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V. BACKGROUND INFORMATION:

Routt County entered into a Professional Services Agreement with Upsize Marketing for NWCDC Economic Development Project Management Consulting for \$135,000/year commencing on 1.1.2022 and ending on 12.31.2022. Per the REDI Grant, we issued two RFP's for the required Administrative position covered by the Grant funds and did not receive a viable proposal. Since that time, we have gone back to both the NWCDC and DOLA to request that Upsize Marketing hire on the support necessary for Administrative/Grant Management that they have approved.

We are terminating the PSA currently in place effective 9.30.2022 and executing this new PSA effective 10.1.2022 through 6.30.2022 with Upsize Marketing to include both positions and bring the term of the contract within the terms of the REDI Grant. This will enable us to fulfill the terms and conditions of the Grant while providing support to the NWCDC.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the Routt County Professional Services Agreement (PSA), the Chair sign the PSA and authorize the County Manager to electronically sign the Purchase Order to CWR Enterprises, LLC d/b/a Upsize Marketing Strategies in the amount not to exceed \$340,246.50.

IX. LIST OF ATTACHMENTS:

Upsize Marketing PSA Dated 10/1/2022
PSA Exhibit A: Statement of Work
PSA Exhibit B: REDI Grant Approval Letter