



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: April 19, 2022	ITEM TIME:
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FROM:	J. Kennedy/A. Pleshe
TODAY'S DATE:	April 7, 2022
AGENDA TITLE:	RFQu 754 DHS Part Time Grant Writer PSA Approval
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Request the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager electronically sign the purchase order to Nonprofit Know How, Inc. for part-time grant writing services at a rate of \$70 per hour, 10 hours per week, not to exceed \$30,000.	
II. RECOMMENDED ACTION (motion):	
Motion by the Board of County Commissioners to approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager electronically sign the purchase order to Nonprofit Know How, Inc. for part-time grant writing services at a rate of \$70 per hour, 10 hours per week, not to exceed \$30,000.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (if applicable):	
CURRENT BUDGETED AMOUNT: \$30,000	
PROPOSED EXPENDITURE: \$30,000	
FUNDING SOURCE:	
HRC Assistance – Staff Retention and HRC-Tuition Assistance 20375063 793820	
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	



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V. BACKGROUND INFORMATION:

The Department of Human Services requested the Purchasing Department issue RFQu 754 Part-Time Grant Writing Professional Services in February, with the intent to provide grant funding services for all childcare agencies under one “umbrella”. We advertised, posted on the website and sent the RFQu out to 6 vendors and received 1 proposal.

The principal of Nonprofit Know How, Inc. is Meg Tully. Meg has significant experience in the non-profit sector securing grant funding. With over 15 years working with and writing grants for the various agencies in our area, we feel that Meg will be a valuable asset to the DHS in the search for childcare funding opportunities. This is an excellent opportunity to pool resources for grant applications that will service the County childcare centers.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager electronically sign the purchase order to Nonprofit Know How, Inc. for part-time grant writing services at a rate of \$70 per hour, 10 hours per week, not to exceed \$30,000.

IX. LIST OF ATTACHMENTS:

RC PSA for Nonprofit Know How, Inc.
RC PSA Exhibit A Nonprofit Know How Proposal