

April 14, 2020

Contract 20-39

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Contract with One Degree Solutions, LLC to prepare a grant application for the Cascade County Sheriff Office's submission to the Bureau of Justice Assistance for Coronavirus Supplemental Funding Program

INITIATED AND PRESENTED BY: Undersheriff Cory Reeves
Cascade County Sheriff's Office

ACTION REQUESTED: Approval of Contract 20-39

BACKGROUND:

The Bureau of Justice Assistance has provided the opportunity for Cascade County to apply for supplemental FY 2020 funding to offset additional costs incurred in the Sheriff's Office due to the recent Coronavirus pandemic. One Degree Solutions, LLC is registered with the Montana Secretary of State as a consulting business. Staff from One Degree Solutions, LLC has considerable experience in justice work and the ability to collaborate with the Sheriff's Office on the writing of this grant application for a fee not to exceed \$4,500.00. If successful, funds from this grant will be used to offset the additional expense incurred by the Sheriff's Office as protective measures are implemented to protect the detainees in the Adult Detention Center from contracting or further transmitting the coronavirus.

TERM: Effective upon signature

AMOUNT: Not to exceed \$4,500.00.

RECOMMENDATION: Approval of Contract 20-39.

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chairman, I move that the Commission **APPROVE** Contract 20-39, a contract with One Degree Solutions, LLC to prepare a grant application for the Bureau of Justice Assistance FY 2020 Coronavirus Supplemental Funding Program at a cost not to exceed \$4500.00.

MOTION TO DISAPPROVE:

Mr. Chair, I move that the Commission **DISAPPROVE** Contract 20-39, a contract with One Degree Solutions, LLC to prepare a grant application for the Bureau of Justice Assistance FY 2020 Coronavirus Supplemental Funding Program.

GRANT WRITING SERVICES PROVIDED BY ONE DEGREE SOLUTIONS

THIS CONTRACT is entered into by and between One Degree Solutions, LLC, (One Degree Solutions) whose address and phone number are 2047 N. Last Chance Gulch, Helena, MT 59601 and 406-459-8613 and CLIENT whose address and phone number is Cascade County on behalf of the Cascade County Sheriff/Coroner's Office, located at 3800 Ulm North Frontage Road, Great Falls, MT 59404, (406) 454-6820.

1. EFFECTIVE DATE, DURATION, AND RENEWAL

1.1 Contract Purpose. This contract is for the Bureau of Justice Assistance (BJA) Coronavirus Emergency Supplemental Funding (CESF) Program Solicitation FY 2020 Formula Grant Solicitation and shall commence upon the date of this contract execution and shall terminate upon the submittal of the grant application.

1.2 Contract Renewal. One Degree Solutions welcomes the opportunity to renew this contract with the CLIENT for future products.

2. ROLES AND RESPONSIBILITIES OF PARTIES

One Degree Solutions shall develop and write the following grant application components, including:

- Project Abstract according to the specifications outlined in BJA-2020-18553, CFDA #16.034;
- Program Narrative;
- Agreed-upon attachments;
- A draft for CLIENT review and respond to CLIENT edits; and
- A final copy for the CLIENT 96 hours prior to the due date or sooner.

CLIENT RESPONSIBILITIES

The CLIENT shall be responsible for the following items related to the grant application submission:

- Budget;
- Budget Narrative;
- Ensure that the agency is registered in grants.gov;
- Ensure current DUNS and SAM registration;
- Completion of the SF-424;
- Provision of data and information related to the grant application within the time frame specified by One Degree Solutions; and
- Completion of forms and provision of supporting documents (e.g., Federal indirect cost rate, if applicable) in grants.gov as required by the application.

3. CONSIDERATION/PAYMENT

3.1 Rate of Service. In consideration of the grant writing services to be provided, the CLIENT shall pay One Degree Solutions at a rate of \$100/hour, not to exceed Four Thousand Five Hundred Dollars (\$4,500) including conference calls agreed upon by both parties. Should the projected number of hours appear insufficient for completion of the project, One Degree Solutions will contact the CLIENT immediately and the parties will discuss roles and responsibilities and make adjustments as necessary in order to stay within the budget.

3.2 Payment Terms. The CLIENT has 30 days to pay invoices. One Degree Solutions shall provide banking information at the time of contract execution in order to facilitate the electronic funds transfer payments. Payment must be made by electronic transfer of funds.