

**CITY OF JOPLIN  
COUNCIL AGENDA ITEM**

**ITEM**

Council Bill 2020-403 Guidehouse LLP Master Services Agreement and Work Authorization

**MEETING DATE**

May 4, 2020

**ORIGINATING DEPT**

Planning, Development & Neighborhood Services

**ATTACHMENTS**

1. Council Bill No. 2020-403
2. Guidehouse Master Services Agreement with Exhibit 1 and Work Authorization GH-CV-1 with Exhibit A

**REVIEWED BY**

Dept. Head: Troy Bolander; Finance Director: Leslie Haase; City Attorney: Peter Edwards; City Manager: Nicholas Edwards

**SUMMARY**

This Council Bill authorizes the execution of the Master Services Agreement for Professional Administrative Support Services and the Work Authorization GH-CV-1 with Guidehouse LLP to provide support with the funds related to administration of the COVID-19 response.

**BACKGROUND**

On March 13, 2020, Governor Mike Parson signed Executive Order 20-02 declaring a state of emergency in Missouri in response to the novel coronavirus (COVID-19). On March 13, 2020, the President also declared a nationwide emergency for COVID-19 pandemic for all states, tribes, territories and the District of Columbia under the Robert T. Stafford Disaster Relief and Emergency Act. On March 18, 2020, the Mayor declared a civil emergency because of the threat COVID-19 poses to the public health. On March 27<sup>th</sup>, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act which provides over \$2 trillion in economic relief package in response to the economic and public health impacts of COVID-19. As a result of this Act, there are numerous Federal agencies and legislation making funds available to address the impact of the COVID-19, which comes with the significant administrative burden related to the successful utilization of these monies. The Guidehouse team will work with the City to develop a coordinated community-wide effort to facilitate the response to the COVID-19 pandemic to maximize outcomes and reduce duplicative activities; develop response strategies; and provide recommendations on a Revitalization Plan that will address the socio-economic needs of the City as a result of the impact of the COVID-19 pandemic.

The attached agreement is in accordance with noncompetitive procurement conducted under Emergency or Exigent circumstances in response to COVID-19 as referenced in 2 *CFR* 200.320 (f) of the federal code.

### **FUNDING SOURCE**

These costs are eligible through HUD's Community Development Block Grant (CDBG) COVID-19 Program (CDBG-CV), from recaptured funds from the CDBG-DR Joplin Homebuyer Assistance Program (JHAP) and from other potential Federal COVID-19 funding sources. This Council Bill includes a budget amendment to increase revenues and expenditures by the amount of \$55,000.00 each, utilizing the CDBG award.

### **ATTACHMENTS**

The attachments in Council Bill No. 2020-403 include:

#### **MASTER AGREEMENT FOR PROFESSIONAL ADMINISTRATIVE SUPPORT**

**SERVICES** – The “principal” agreement that defines the relationship between the City and Guidehouse LLP. It explains that the City will notify Guidehouse LLP of when and what type of services will be provided through individual executed work authorizations.

#### **EXHIBIT 1 – SCOPE OF SERVICES for Administrative Services Agreement – Attachment to the “MASTER AGREEMENT FOR PROFESSIONAL ADMINISTRATIVE SUPPORT SERVICES”.**

The agreement lists and defines all of the services that Guidehouse LLP will provide related to administration of the COVID-19 response.

#### **WORK AUTHORIZATION NUMBER GH-CV-1 TO MASTER AGREEMENT FOR PROFESSIONAL ADMINISTRATIVE CONSULTING SERVICES**

– The first work authorization. The agreement authorizes Guidehouse LLP to begin developing strategies to respond to COVID-19 and capture costs/revenue losses to maximize FEMA PA, HUD CDBG, and other Federal/State funding sources.

#### **EXHIBIT A – WORK AUTHORIZATION NUMBER GH-CV-1 - Attachment to “WORK AUTHORIZATION NUMBER GH-CV-1 TO MASTER AGREEMENT FOR PROFESSIONAL ADMINSTRATIVE SUPPORT SERVICES”.**

Defines the “specific” services that Guidehouse LLP will provide in relation to the COVID-19 response. Included in the Exhibit is Guidehouse's costs and hourly rates to administer the project(s).

### **RECOMMENDATION**

Approve the execution of the Master Services Agreement for Professional Administrative Support Services and the Work Authorization Guidehouse-CV-1 with Guidehouse LLP on an emergency basis as provided for in Section 2.12(1) of the Home Rule Charter. These administrative support services will be provided as a result of the current state of emergency in response to COVID-19.