



AGENDA REPORT

Library and Community Service

DATE:	April 5, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	LaShonda White, Interim Director of Library and Community Services Tamara Walker, Deputy Director, Employment and Training Division Melinda Cervantes, Deputy Director, Richmond Public Library
Subject:	Amend Contract with the Glen Price Group to Develop Grant Proposal Applications.
FINANCIAL IMPACT:	The proposed \$8,085 expenditure is included within the approved fiscal year 2021-2022 budget for the Richmond Public Library Division under Professional Services (01241055-400201).
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The Employment and Training Division of the Community Services Department is seeking to amend its contract with the Glen Price Group to develop a grant application in support of the Richmond Public Library's proposal for the Building Forward Library Infrastructure Program.

RECOMMENDED ACTION:	APPROVE a contract amendment in the amount of \$8,085, for a total contract amount not to exceed \$338,085, with the Glen Price Group to develop and submit a proposal and attachments for the Building Forward Library Infrastructure Program grant application in support of the Richmond Public Library, for an extended term through June 30, 2023 – Library and Community Services Department (LaShonda White/Tamara Walker/Melinda Cervantes 510-620-5452).
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DISCUSSION:

The Glen Price Group (GPG) was selected by the Employment and Training Division in 2014 from the City of Richmond's approved list of grant writers to develop and submit grant proposals to various local, state, and federal agencies. As part of the Community Services Department, the Richmond Public Library will be included in the contract for the vendor to provide additional grant writing services for the Building Library Infrastructure Program grant application.

The Scope of Work provides the work plan and serves as GPG's written estimate to perform the work requested. The estimate is not to exceed the amount of work to be performed to meet the requirements of the Richmond Public Library.

As an independent contractor assisting with the grant proposal development, the Glen Price Group will:

- Develop agendas, participate in, and facilitate meetings with the Richmond Public Library staff and partners to develop project design and narrative;
- Clarify key project information through reviewing background materials, interviewing key individuals, and/or communicating with project partners;
- Develop content for online application questions in conjunction with library staff;
- Support the development of Budget, Match, and an itemization of costs; and prepare a response to questions in the Budget section;
- Complete required application forms, including project implementation plan and supporting documentation;
- Provide copies of all drafts, outlines, requested records/data, and final products to appropriate Richmond Library staff; and,
- Coordinate final review by Library staff and complete submission.

The scope of work terms set forth in this contract amendment is in addition to the services Glen Price Group has already been providing in support of the Employment and Training Division.

DOCUMENTS ATTACHED:

Attachment 1 – Contract Amendment No. 8
Attachment 2 – Contract Amendments No. 1-7
Attachment 3 – Original Contract