



TO: Finance Committee

FROM: Jeri Ohman, Finance Director

DATE: August 22, 2022

RE: Request to award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000.

The American Rescue Plan Act (ARPA) budget includes \$150,000 for consulting and administrative support for ARPA projects. A Request for Proposals was posted in May and responses were received from four firms on June 30, 2022.

A 6-person review team, composed of Directors, Deputy Directors, staff, and the Mayor, evaluated the proposals for relevant experience, project team, project understanding, knowledge of federal grant compliance, and cost.

The team selected two firms to interview and speak with references provided in the proposal. The findings were discussed with the review team and Booth Management Consulting, LLC (BMC) was unanimously selected to be recommended for award of the contract.

BMC has experience with grant administration and compliance with federal requirements prior to the pandemic and is assisting other local governments with ARPA funding and recovery processes. They will provide guidance to City staff during all stages of the process. This will include creating grant applications, developing application rating systems, provide training for recipients, monitoring of awards, and assistance with the reporting process.

Therefore, based on review of the information provided and interviews with firm representatives, the review team recommends awarding a not to exceed contract to BMC for \$150,000.

Please feel free to contact me at 832-5742 or at jeri.ohman@appleton.org with any questions.