



# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 664-2022

Meeting Date: November 9, 2022

Municipal Clerk's Office

**Approved**

Date: **November 9, 2022**

**Immediate Reconsideration Failed**

1 **FROM: MAYOR**

2  
3 **SUBJECT: SOLE SOURCE CONTRACT FOR PROFESSIONAL SERVICES BETWEEN**  
4 **THE MUNICIPALITY OF ANCHORAGE AND DENALI FSP, LLC, FOR THE**  
5 **PREPARATION AND MANAGEMENT OF ALL GRANT PROPOSALS FOR**  
6 **AMERICAN RESCUE PLAN ACT FUNDING. (\$84,400.33)**  
7

8 The Municipality of Anchorage (MOA) entered into a Sole Source Contract with Denali FSP,  
9 LLC (DFSP) to prepare and manage grant proposals for American Rescue Plan Act (ARPA)  
10 funding, as well as to manage existing and new grant agreements for ARPA funding for the  
11 initial performance period of January 25, 2022 – June 25, 2022. The initial contract amount  
12 was for \$27,000.  
13

14 DFSP duties consist of evaluating and corresponding with subrecipients and beneficiaries,  
15 reporting questions and challenges to the Mayor's Office. DFSP trains, monitors, and tracks  
16 subrecipients data collection progress and outcomes with the US Treasury's requirements.  
17 DFSP prepares and provides required reports to meet deadlines for the MOA and US  
18 Treasury. Grants are monitored for financial requirements and ensures fiscal compliance by  
19 the grantees scope of work, as well as preparation of needed budgets revisions, extension  
20 documents, surveys and other necessary paperwork as required for proper administration of  
21 compliance by each grantee. DFSP coordinates with the MOA's Information Technology (IT)  
22 department to develop and implement funding announcement cycles reminders with internal  
23 deadlines and checklists. DFSP also works with Finance, Legal, and other necessary  
24 departments to ensure grant compliance.  
25

26 After an initial review of the status of MOA ARPA grant administration funding, DFSP  
27 approached the MOA and indicated the scope of work did not reflect the actual workload; the  
28 workload was far more significant than the original contract had contemplated. DFSP  
29 reengaged the MOA to amend the contract to ensure adequate resources to successfully  
30 deliver grant execution, proactively coordinate with grantees, and ensure adequate reporting  
31 to comply with ARPA requirements. On February 4, 2022, a second contract was executed in  
32 the amount of \$48,600, noting a contract term of February 4, 2022 – October 31, 2022. After  
33 review of the history of this contract, it was determined the intent was to amend the original  
34 contract versus execute a new contract to adequately reflect the cost to deliver these  
35 services through October 31, 2022. We have defined this as Amendment #2.  
36

37 In early October 2022, the initial Sole Source Contract was inadvertently cancelled.  
38

1 The Administration is seeking to clarify the history relating to this contract and requests  
2 Assembly approval to amend the contract to provide ARPA grant management, evaluation,  
3 and reporting services through December 31, 2022, and reflect the full cost of 2022 ARPA  
4 grant management, evaluation, and reporting services. Amendment #3 to the DFSP Sole  
5 Source Contract would increase and define the total 2022 contract amount to \$84,400.33.

6			
7	1 <sup>st</sup> Action	January 25, 2022	\$27,000 (cancelled)
8	2 <sup>nd</sup> Action	February 4, 2022	\$48,600
9	Request Action	Contract thru 12/31/22	<u>\$35,800.33</u>
10		TOTAL CONTRACT:	\$84,400.33
11			

12 The Administration will bring forward a new contract for the entirety of 2023 ARPA grant  
13 management, evaluation, and reporting services to the Assembly in December 2022.

14  
15 DFSP is uniquely suited to perform these services due to their extensive background in grant  
16 administration and past performance with the MOA. Therefore, based upon the information  
17 contained herein, it is recommended the Assembly approve the Sole Source Contract and  
18 amendments with DFSP. The fully executed contract period will be January 25, 2022, through  
19 December 31, 2022. The total contract NTE amount will be \$84,400.33.

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21 Written by: Amy Demboski, Municipal Manager  
22 Concur: Blair Christensen, Acting Municipal Manager  
23 Concur/Fund Certification: Grant Yutzenka, Acting CFO  
24 241900-9000005-80002950-530380  
25 Respectfully Submitted: Dave Bronson, Mayor



**Municipality of Anchorage**  
Mayor Dave Bronson

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Office of the Chief of Staff  
**M E M O R A N D U M**

Date: April 20, 2022

To: Rachelle Alger, Purchasing Director <sup>CH 5/2/22</sup>

From: Alexis Johnson, Chief of Staff

Subject: Sole Source Memo

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Rachelle,

I am writing to discuss the reasons Ken Miller was chosen as a sole source for the ARPA administration contract. Though his contract discussions and talks predate me, I believe I can shed some light on his hire. Due to the time constraints, expertise credentials, and the budget from which we were working with, Ken Miller was the best of the few options that were explored. Ken comes from a background in grant administration and based on the budget, his ability to start almost immediately, and his very articulate knowledge of ARPA, he was the best fit for the administration.