THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: April 25, 2023

Subject: Contract for Grant Management Software

Staff Resource(s): Nikki Reid, Community and Economic Development Director
Thana Alley, Community Development Coordinator

Action Requested: Adoption of a resolution authorizing the City Manager to enter into a three-year contract with Benevate dba Neighborly, Inc. to provide grant management software for the Community and Economic Development Department (CED).

Background:

- The CED team manages multiple grants and grant contracts, including Strategic Partnership Funds (approximately $242,000 in grants awarded annually) and both Community Development Block Grants and HOME grants (approximately $3 million in grants awarded annually), and requires the appropriate resources to support this work.
- Procuring specific grant management software is a top priority of the Community and Economic Development Department because it will be an essential tool to improve outcomes in the administration of these important funding programs.
- CED currently utilizes, at a minimum, three external software sources to manage grant lifecycles and associated grantee activities.
- This creates departmental bottlenecks and inefficiencies.
- A comprehensive grant management software will eliminate these bottlenecks while providing greater departmental efficiency and strengthening employee capacity.
- In order to obtain this software, CED utilized the City's Request for Proposals (RFP) process, for which six vendors submitted proposals.
- Of the proposals submitted, Benevate dba Neighborly, Inc. was selected as the highest rated vendor to provide the needed software.
- Neighborly was selected due to their Firm Qualification and Corporate Experience, which was shown by their exemplary performance in providing a reliable and comprehensive grant management software for many HUD Entitlement Communities across North Carolina as well as other Entitlement Communities across the United States.
- This proposed contract includes an initial three-year term and two one-year renewals.

Vendor Outreach Efforts:

- Staff performed outreach to minority- and women-owned businesses in the solicitation process, which included posting the RFP on the State's Interactive Purchasing System.
- Staff also performed outreach via emailing the Notification of Request for Proposals to possible MWBE software vendors as provided by the Business Inclusion Office.
- No MWBE firms submitted bids and all work will be self performed by the prime contractor.

Council Goal(s):

- Improve/Expand Core Services

Pro(s):

- Enhance departmental efficiency and strengthen employee capacity.
- Streamline processes for grantees throughout end-to-end granting processes.
- Improve CED processes through outward-facing transparency.
- Remove inefficiencies created by maintaining multiple external software accounts to manage grants and the grant process.

Con(s):

- None.

Fiscal Impact:

- The total cost for this initial three-year term is $102,800, broken down as follows: first-year cost of $47,600; subsequent two years cost of $27,600 each.
- The total five year expenditure is not to exceed $150,000.
- Funding for this contract is available in the CED operating budget.

Suggested Motion:

- Motion authorizing the City Manager to enter into a three-year contract with Benevate dba Neighborly, Inc. to provide a grant management software for the Community and Economic Development Department.

Attachment(s)

- Resolution

RESOLUTION NO. 23-____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER A CONTRACT WITH BENEVATE DBA NEIGHBORLY, INC TO PROVIDE A GRANTS MANAGEMENT SOFTWARE FOR THE CITY OF ASHEVILLE

WHEREAS, the City of Asheville has authority pursuant to Article 2 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

WHEREAS, City staff solicited proposals for grant management software utilizing a Request for Proposal process;

WHEREAS, Benevate dba Neighborly, Inc. provided the highest scoring proposal for the project;

WHEREAS, the monies for the contract have been budgeted in the general fund budget with the Community and Economic Development Departmental budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Manager is hereby authorized to negotiate and enter into a contract on behalf of the City of Asheville with Benevate dba Neighborly, Inc. to provide grant management software and is further authorized to execute any necessary change orders including up to two one-year extensions to said contract for a total five year expenditure not to exceed $150,000.

Read, approved, and adopted this the 25th of April, 2023.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney