

## MEMORANDUM

DATE: September 9, 2020  
TO: CRCOG Policy Board  
FROM: Lyle Wray, Executive Director  
SUBJECT: Federal Legislative and Executive Branch Liaison

CRCOG and PVPC staff have been discussing possible joint cooperative action on grant prospecting for the metro Hartford Springfield Area.

The request is to authorize CRCOG to participate in an RFP process with PVPC (and possibly another organization) to procure Federal Legislative and Executive Branch Liaison services for the region. The total contract would be approximately \$30,000 for one year.

The proposal for your consideration would be a one-year contract to be shared with Pioneer Valley for federal legislative and executive branch liaison services for a CRCOG share not to exceed \$15,000 for the contract period.

The tasks of the liaison contract would be to identify possible sources of federal funding for which CRCOG and Pioneer Valley Planning Commissioner might compete or be recipients in areas such as transportation and workforce, for example, and to seek clarifications from the executive branch on law and regulations affecting both PVPC and CRCOG regions.

Since the contract amount is \$30,000 an RFP process is required under purchasing procedures at CRCOG. PVPC has agreed to take a lead on the RFP process and CRCOG would be actively involved in the selection process.

The resolution authorizes the Executive Director to participate in the RFP process for a federal legislative and executive branch liaison and authorizes the Executive Director to sign a negotiated contract for one year in an amount not to exceed \$15,000. No federal or state funds will be used for this payment.

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**Resolution Authorizing the Capitol Region Council of Governments (CRCOG) and the Pioneer Valley Planning Commission (PVPC) to Jointly Participate in the RFP Process for a Federal Legislative and Executive Branch Liaison**

WHEREAS, the Capitol Region Council of Governments (CRCOG) and the Pioneer Valley Planning Commission (PVPC) have recently discussed possible joint cooperative action on grant prospecting and federal legislative and executive branch liaison services; and

WHEREAS, tasks of the liaison contract would be to identify possible sources of federal funding for which CRCOG and Pioneer Valley Planning Commissioner might compete or be recipients in areas such as transportation and workforce; and

WHEREAS, the CRCOG Executive Director will participate in the RFP process for a federal legislative and executive branch liaison, and;

WHEREAS, the one-year contract to be shared with Pioneer Valley for federal legislative and executive branch liaison services for a CRCOG share not to exceed \$15,000 for the contract period; and

WHEREAS, the total contract amount is \$30,000 and an RFP process is required under purchasing procedures at CRCOG, the PVPC will take lead on the RFP process in which CRCOG would be actively involved; and

NOW THEREFORE BE IT RESOLVED, that the CRCOG Policy Board authorizes the CRCOG Executive Director to jointly participate in the RFP process in conjunction with PVPC for a federal legislative and executive branch liaison and authorizes the Executive Director to sign a negotiated contract for one year in an amount not to exceed \$15,000 on this 16<sup>th</sup> day of September, 2020.

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Lori Spielman, Secretary

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Date