



June 5, 2020

Ms. Andria Martinez
National Development Council

Dear Ms. Martinez:

As you may be aware, the Coronavirus Relief Fund, through the CARES Act, provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. Local Governments have discretion to make grant payments to small businesses to reimburse costs of business interruption caused by closures required by state and local governments.

As part of the economic relief efforts, Collin County has distributed CARES Act funding directly to subrecipient cities including Allen, McKinney, and Frisco. This "Tri-City" group is strongly considering a partnership to jointly launch a small business grants program with a common or similar set of guidelines, eligibility criteria, shared infrastructure, processes, and/or grant administration resources. Each city will dedicate a portion of its CARES Act funds to be used as grant awards for small businesses within each city's respective jurisdiction.

The Frisco Economic Development Corporation (FEDC), on behalf of the City of Frisco, Texas (hereinafter referred to as the City) is seeking a qualified and experienced firm with demonstrated experience and capabilities in serving as a third-party administrator for a CARES Act federal grant management program. The term of the agreement will be dictated by the length of time required to administer the program, distribute grants, and complete federal compliance requirements.

In doing so, the FEDC is in the process of entering into an Interlocal Agreement with the City of Allen/Allen Economic Development Corporation and the City of McKinney/McKinney Economic Development Corporation to include these cities in the search, evaluation and selection of a third-party administrator (TPA). This letter serves as an official invitation to provide a proposal for TPA services.

Responses from prospective TPA's will be evaluated by an Ad Hoc Committee comprised of representatives from FEDC/City of Frisco and potentially representatives from Allen and McKinney. Representatives from all three cities may jointly make the final determination of TPA contract award. During the evaluation process, the FEDC/Tri-City group members reserve the right to request

additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The FEDC/Tri-City group reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the FEDC and the firm selected.

Each response will be evaluated using the criteria listed below:

- Demonstrated experience, qualifications, and professional activities of the team and the firm, including technical expertise of staff available to perform work. (60% scoring metric)
- Proposed personnel and ability of the firm to provide a turnkey solution within the proposed timeline from proposals to delivery of the grants. (30% scoring metric)
- Responsiveness of the proposal clearly stating an understanding of the work to be performed; responsiveness to terms and conditions, including scheduling; completeness and thoroughness of the technical data and documentation. (10% scoring metric)

Once the Committee has determined the most qualified TPA firm, the FEDC and its peer cities will work to negotiate a contract with the selected TPA "Provider" as quickly as possible. If the FEDC and respondent are unable to reach an agreement, the FEDC will notify that respondent of ending negotiations, and move to the next most qualified firm to begin negotiations.

The 'Scope of Services' requested include:

- 1) Provider will deploy an existing website portal or utilize an existing website portal available to the FEDC or its Tri-City partners.
- 2) Provider will have a dedicated 1-800 call-in phone number and dedicated email address for grant applicants' use for questions about the CARES Act grant program and for responding to grant applicants' questions.
- 3) Provider will offer guidance and/or critique of CARES Act grant program criteria/guidelines provided by the FEDC in accordance with all applicable federal, state, county and/or city guidelines.
- 4) Provider will create the CARES Act grant application based on agreed upon program criteria/guidelines provided by the FEDC.
- 5) Provider will administer the CARES Act grant application intake process for all three EDCs.
- 6) Provider will perform all due-diligence related to the review of the CARES Act grant applications and corresponding, supporting documents required for submission for all three EDCs. This may require the TPA to request, collect, and manage additional documentation from applications to complete the review and due diligence process.

- 7) Provider will offer ongoing communications and updates to all three EDCs as it pertains to each community's respective CARES Act grant applicants.
- 8) Provider will oversee the evaluation of application and assess its merits using an established, objective set of criteria and score the applications accordingly.
- 9) Provider will offer suggestions and guidance to all three EDCs as to the scoring metrics and level of CARES Act grant funding to qualified applicants demonstrating a need for assistance.
- 10) Provider will oversee all file management of all CARES Act grant applications and corresponding, supporting documents required with submission for all three EDCs. The Portal should allow for status reports and direct communication between applicants and relevant parties.
- 11) The grant application period will be open for one week around the third week of June, and the Provider will have two weeks to process, review, evaluate, complete due diligence, and score all qualified applications.
- 12) It is estimated that there may be at least 100 to 200 grant awardees for each city upon completion of the application process. It is unknown how many applications may be received or processed.
- 13) All grant awards should be approved, and funds distributed by cities no later than July 10, 2020.
- 14) The Provider will provide all necessary training and training materials for all relevant city and TPA representatives.

'Post-Funding Services' requested include:

- Provider will develop, administer and manage all compliance reporting processes that may be required of the CARES Act grant program both during and upon completion of all grant awards being made to qualified applicants for all three EDCs.

Submission requirements include:

- References for comparable work/projects performed.
- Resumes and identification of staff that will work on the project for the Tri-Cities.
- State any work that is anticipated to be subcontracted and by whom.
- Include verification that your company, as well as the company's principal, is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please provide a printout of the search results, as well as your firm's DUN number.

Preferences may be provided to Provider proposals which:

- Include a comprehensive suite of requested services and demonstrated experience implementing existing portal platforms using CARES Act grants.
- Require minimal program and portal customization required to help facilitate an expedited program launch in less than two weeks.

- Provide portal functions that include: ability to pre-screen/pre-quality/filter applications based on an established set of eligibility criteria; business rules/decision-making capabilities to help ensure a rapid and accurate review of applications; and scoring/ranking/rating of applications based on demonstrated need.

Role of the Tri-City Communities:

- Representatives from each community will review the application results, scores, and recommended grant awards as reported by the TPA.
- Each community will confirm and notify awardees and award amounts for businesses within their respective jurisdictions.
- A dedicated representative from each community will be available throughout the program administration process to ensure a quick and efficient program that ends on time as scheduled.

Responses should include a deliverable timeline for each of the fourteen (14) 'scope of services' outlined above. Responses should also include a 'fee for service' to include the 'scope of services' and 'post-funding services' noted above for: (1) your company provides a total 'turnkey services' approach to include a website portal and grant program administrative services; and (2) grant program administrative services only if community provides an external website portal.

Once a selection is made for a TPA to support and service the Tri-Cities in the implementation of the CARES Act grant program, a final scope of services and contract will be issued to include the identification of a records retention period and notice that all records be required to be sent the Tri-Cities at the end of the project.

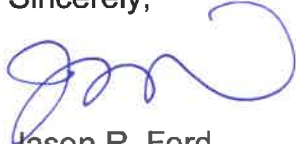
Please note that per the direction of Frisco City Council, the FEDC wishes to move quickly in the launch of the CARES Act small business recovery grant program. Frisco City Council has asked that the disbursement of grant funds should be completed no later than July 10, 2020.

A final, noteworthy mentioning is that this award may be with the Tri-Cities or it could be with only one city. Although this letter is going out as a Tri-Cities project, if the three cities (Allen, McKinney, Frisco) cannot come to an agreement on the grant criteria, processes and timelines, there is nothing preventing the cities from individually procuring the resources contained within this letter.

Responses should be received on or before 5:00 P.M., Wednesday, June 10, 2020. The FEDC will not accept any responses received or delivered after this time. An email response is acceptable for this solicitation and should be sent to the attention of John M. Bonnot, Director | Economic Development at jbonnot@friscoedc.com.

Should you have any questions regarding this request, please also call John M. Bonnot, Director | Economic Development on his direct office line at (972) 292-5143.

Sincerely,



Jason R. Ford
Vice President
Frisco EDC

cc: Ron K. Patterson, President, Frisco EDC
John M. Bonnot, Director | Economic Development, Frisco EDC
Harry C. Whalen, Director | Economic Development, Frisco EDC
Dan Bowman, Executive Director / CEO, Allen EDC
Peter Tokar, President & CEO, McKinney EDC
Maureen Milligan, National Development Council
Raquel Favela, National Development Council