



## AGENDA STAFF REPORT

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**Agenda Number: I**  
**File ID: TBD**

**Section Name: CONSENT CALENDAR**  
**Project ID:**

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**MEETING DATE:** November 8, 2022

**SUBJECT:** Authorize the General Manager to Execute a Professional Services Agreement with Woodard & Curran for On-Call Grant Research and Writing

**TO:** BOARD OF DIRECTORS

**FROM:** FINANCE, KARRIE SWAINE

**GENERAL MANAGER  
RECOMMENDATION:**

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**RECOMMENDATION:**

Authorize the General Manager to execute a Professional Service Agreement (PSA) with Woodard & Curran for On-Call Grant Research and Writing services to provide support to the District related to funding research, application preparation, and administration over the next three years, with two additional optional years in the not to exceed amount of \$500,000 annually.

**BUDGET IMPACT:**

On-Call Grant Research and Writing services were included in the FY 2023 Finance Operating Budget in the amount of \$500,000, therefore no adverse impact to the existing budget is anticipated at this time. Staff will request appropriate fiscal authorization of task orders as needed.

**PROCUREMENT METHOD:**

Single or Sole Source

**If other, please explain:** .

**BACKGROUND**

In 2017, CVWD completed a Request for Proposal process for On-Call Grant Research and Writing services. CVWD received proposals and ultimately executed agreements with Woodard & Curran and Dudek. During the contract term, CVWD has issued 37 task orders to Woodard & Curran and two task orders to Dudek. Woodard & Curran has been selected in most cases due to the strength of their proposals. The request for approval of the On-Call Grant Research and Writing Agreement with Woodard & Curran will allow CVWD to retain services for grant research and tracking, funding strategy support, preparation of funding applications, and grant/loan administration.

The existing agreement with Woodard & Curran expires on January 21, 2023. The new Agreement will allow the Finance department to retain services of a qualified consultant for various funding opportunities. CVWD staff will request a proposal from Woodard & Curran based on a defined scope of work for each project/funding application. A task order will be prepared under the Agreement and issued to Woodard & Curran once proper authorization is received. Woodard & Curran's fee will be based on the hourly rates that are included with the Agreement. It is estimated that the ability to use Woodard & Curran as an on-call consultant saves approximately eight weeks or more by eliminating the need to prepare and solicit formal Requests for Proposals prior to every funding opportunity, which allows greater flexibility to meet short application deadlines.

Staff recommends that the Agreement be executed with Woodard & Curran as a sole source agreement due to their experience, responsiveness, and success in securing \$162 million in mostly grant funding for CVWD since 2018 under the current On-Call Grant Research and Writing agreement.

**PRIOR BOARD ACTION:**

Authorization of PSA for On-Call Grant Administration Services – January 9, 2018

**DISTRICT STRATEGIC PLAN GOAL(S)/OBJECTIVES(S):**

N/A

**ENVIRONMENTAL IMPACT:**

This is not a project as defined by CEQA; therefore, approval does not require any CEQA action.

**LEGAL REVIEW**

N/A

**ATTACHMENTS**

Att 1 - Woodard & Curran Proposal

Att 2 – Exhibit B – Sole Source Justification