



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 11/15/2021 Meeting Date: 11/23/2021

Name: Glenn Hunter Department: Economic Development

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Glenn Hunter", written over a light blue circular stamp.

1. Nature and purpose of agenda item:

The Board entered into a Service Agreement with Merchant McIntyre Associates that ended October 31, 2021 at a rate of \$7,500 per month. Merchant McIntyre Associates assists the County in pursuing federal funding and maintaining government relations in Washington, DC. The County has the right to renew this agreement for the period of November 1, 2021 to October 31, 2022. Seeking Board direction on renewal of contract.

2. Recommended Motion/Action:

Motion to renew agreement with Merchant McIntyre Associates for \$7,500 per month

3. Fiscal impact on current budget.

This item has no effect on the current budget.



SERVICE AGREEMENT

COLUMBIA COUNTY, FL (the “County”) agrees to retain **MERCHANT MCINTYRE & ASSOCIATES, LLC**, a Delaware limited liability company with a principal place of business in Washington, D.C. (“MM”) (together, the “Parties”), for government relations services commencing on August 1, 2021 and terminating on October 31, 2021 (the “Term”).

Fee. The County agrees to pay MM a total professional fee of \$7,500 per month, billed monthly in advance. Payment shall be made to MM on or before the first (1st) of each month at the address listed on the MM invoice(s). Federal funds may not be used to pay MM professional fees.

Deliverables. MM agrees to provide the following deliverables during the Term of this Agreement:

1. Conduct a Resource Inventory to identify specific federal funding objectives and potential federal funding requests for the County.
2. Prepare a comprehensive Federal Grants Strategy featuring a detailed Federal Grants Grid and a specific Action Plan so County leadership can review and assess federal funding opportunities firsthand and evaluate MM’s strategies to secure that funding.
3. Arrange substantive Congressional and Executive Branch meetings with staff and federal program officers who have jurisdiction over the funding MM targets for the County, based on forecasted federal grants and the timing of the County’s federal grant submissions.
4. Support the County in all facets of the federal grant process, including planning, partnership development, grant writing, budget development, proposal submission, administrative requirements, and compliance.

Renewal. At the end of the initial Term, the County reserves the right to renew this Agreement commencing on November 1, 2021 and terminating on October 31, 2022 (the “Renewal Term”). The Renewal Term shall incorporate all terms and conditions of the original Agreement.


Scope of Work. In its capacity as a consultant, MM shall make its best effort to assist the County in pursuing its federal funding and government relations objectives. The nature of these objectives shall be determined by the County with the advice and assistance of MM. In this role, MM shall plan and implement all government relations strategies designed to accomplish the County’s federal funding objectives; assist in the preparation of grant applications and supporting materials for the initiatives; develop meetings with Members of Congress, congressional staff, and federal agency decision-makers to advance the funding initiatives; and serve as liaison to federal agencies relevant to the County’s funding initiatives. The County agrees to frequent communication with MM and to provide MM the necessary information in real time to help MM plan and implement strategies.

Assignment. No other party shall assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party.

* * *

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates below their signatures.

Brent W. Merchant
Principal and Co-Founder
Merchant McIntyre & Associates, LLC



Rocky Ford
Chair, County Commission
Columbia County, FL

Date: _____

Date: June 21 2021

####