

DATE: June 11, 2024

TO: Port of Tacoma Commissioners

CC: Eric Johnson, Executive Director
Jason Jordan, Sr. Director Environmental and Planning Services

FROM: Deirdre Wilson, Sr. Manager, Planning
Michelle Walker, Contracts and Purchasing Analyst

SUBJECT: Competition Waiver Justification for OD Grant Solutions (ODGS)

A. BRIEFING

Staff have identified the need for specialized experience in grant-related services as requested by the PORT. The contract has been written not to exceed \$50,000.00.

B. BACKGROUND

Our Grant Program has grown to about 41 active grants, and we require expertise and advice to ensure compliance of post award and pre grant agreement work. [OD Grant Solutions, LLC \(ODGS\)](#), a subsidiary of Organizational Development Resource Group, LLC (**ODRG**), is a woman-owned small business headquartered in Arlington, Virginia with employees based around the country. ODGS Federal grants management services are unique and offer skilled grant experts that provide the following value.

- ODGS experts excel at the Compliance and Monitoring from Pre-Award, Federal Award Administration and Post - Award.
- ODGS manages over \$33 Million in Port Security Grants (**PSGs**) and over \$7 Million in Economic Development Administration (**EDA**) grant funds.
- ODGS Environmental Protection Agency (**EPA**) Subject Matter Experts have managed over \$82.8 million in grant funds for one of the fastest growing ports in the U.S., including over \$2 million in EPA grants and have testified before a Senate Subcommittee in support of the Diesel Emissions Reduction Act funding that has been vital to the Port Community's Clean Air Programs.
- ODGS has several years of monitoring and managing Port Infrastructure Development Program (**PIDP**) grants totaling over \$60 million.

- For the federal government, ODGS has retrieved, validated, and processed more than 8,000 grant applications, as well as managed ~300 grants valued at \$1.27+ billion annually.

C. JUSTIFICATION

The Port does not have the necessary expertise on staff to strategically approach certain post-award tasks, e.g. scope and budget revisions and agreement modifications, especially for grants administered by the USDOT Maritime Administration (**MARAD**). This sole source agreement with ODGS will ensure that the PORT has access to experts with deep experience successfully managing MARAD and other Federal awards.

D. SCOPE OF WORK

Pre-Award:

- Reviewing Grant Compliance and Internal Controls

Federal Award Administration:

- C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Environmental Planning and Historic Preservation (**EHP**) Compliance
- National Environmental Policy Act (**NEPA**) Compliance
- Compliance with Davis Bacon and Build American Buy American Act (**BABA**)
- Civil Rights Compliance

Post-Award:

- Procurement Guidance
- Reporting (e.g., FFR, PPR, BSIR, Closeout)
- Monitoring and Oversight

Deliverables

This will be accomplished on task order basis on the Consultant's fully burdened, blended hourly rates attached to contract.

E. CURRENT STATUS

The Executive Director will ensure that the Commissioners support this request before moving forward to complete the contracts.