

Meeting Date
September 3, 2015



AGENDA	
Section	
Item No.	V.D.

**AGENDA REPORT  
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	APPROVAL, RE: CLARIFICATION OF PROCUREMENT PROCESS FOR HOUSING AND HUMAN SERVICES PROJECTS (Fiscal Impact: None)
DEPT/OFFICE:	COMMUNITY SERVICES GROUP / HOUSING AND HUMAN SERVICES

Requested Action:

It is requested that the Board of County Commissioners accept a clarification to action that was approved on August 4, 2015 for the FY 2015-2016 Brevard County HOME Annual Action Plan, and authorize the Housing and Human Services Department, as contract administrators, to utilize competitive bids, other County Departments, and Construction Management firms to secure contractors to complete proposed projects.

Summary Explanation & Background:

On, August 4, 2015, the Board of County Commissioners approved the FY 2015-2016 Brevard County HOME Annual Action Plan, assorted supportive actions, and authorized the Housing and Human Services Department, as contract administrators, to use competitive bids to secure contractors to complete proposed projects.

The Housing and Human Services Department (HHS), as the contract administrators of our State and Federal grants, have utilized multiple methods to ensure completion of projects in our Action Plans. HHS has conducted competitive bids, utilized the expertise of other County Departments (e.g., Public Works) to competitively bid projects, and utilized Construction Management firms to competitively bids project. The purpose of this item is to ensure that the BOCC understands and approves of the methods utilized by the Department.

These methods are all allowable, and have been utilized based upon specific needs of the project and/or requirements of the grants themselves (e.g., expenditure deadlines).

**Fiscal Impact: FY 15-16 – There will be no impact to the General Fund.**

Contact: Ian Golden, Director (633-2007)

Clerk to the Board Instructions:

Exhibits Attached:

Contract /Agreement (If attached): Reviewed by County Attorney    Yes     No     PR

County Manager - Stockton Whitten 	Assistant County Manager - Venetta Valdengo 	Department Director / Extension - Ian Golden (X52007) 
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September 4, 2015

**M E M O R A N D U M**

**TO:** Ian Golden, Housing and Human Services Director

**RE:** Item V.D., Clarification of Procurement Process for Housing and Human Services Projects

The Board of County Commissioners, in regular session on September 3, 2015, accepted a clarification to action that was approved on August 4, 2015, for the FY 2015-2016 Brevard County HOME Annual Action Plan; and authorized the Housing and Human Services Department, as contract administrators, to utilize competitive bids, other County Departments, and Construction Management firms to secure contractors to complete proposed projects.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Etheridge*

Tammy Etheridge, Deputy Clerk