

# EASTLAND INDEPENDENT SCHOOL DISTRICT

## BOARD ACTION ITEM

**DECEMBER 11, 2013**

**Subject:** Engage Planning and Environment (“P&E”), Ms. Anne Danysh. P&E will provide grant management services for the City of Eastland, Pre-Disaster Mitigation Grant Program as approved under CFDA 97-047. P&E shall be an independent Contractor for the Client.

Recommendation: It is recommended that the Board engage the grant management services of Planning and Environment (“P&E”), Ms. Anne Danysh, for grant management of the proposed dome facility to comply with FEMA 361 Texas Community Tornado and Hurricane Safe Rooms with consideration of the secondary use as an elementary physical education and classrooms facility.

Grant management decision process:

**Phase 1:** Formation of District Evaluation Committee:

Donald W. Hughes, Superintendent of Schools; Mary P. Jones, Principal, Siebert Elementary School; and Rebecca Hallmark, Assistant Superintendent/Local Grant Manager

**Phase 2:** Publication of Request for Proposals (RFP):

Eastland ISD published an original RFP in the Eastland Telegram on October 27, 2013 and a second notice on November 17, 2013 and the RFP was placed on the EISD website at:

<http://www.eastlandisd.net/apps/download/RsW9QmuBuQjVSJgCcvwpd9qp0rc9KydYg81sXKYYcXwlORRs.pdf/RFP%20Grant%20Management.pdf>

**Phase 3:** Sealed bids were opened on December 6, 2013, at 3:00pm according to the clock in the Superintendent’s Office.

**Phase 4:** Grant proposals were reviewed using specific criteria:

1. Grant management experience, specifically FEMA grants
2. Services to be provided as part of the grant management agreement
3. Cost for grant management services

**Phase 5:** District Evaluation Committee chose P&E as preferred contractor for grant management.

**Submitted By: Rebecca Hallmark, Assistant Superintendent**