



Interoffice Memorandum

July 6, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, CFCM, CPPO, C.P.M., Procurement Division

CONTACT: Eric Ushkowitz, Economic Development Administrator, County Administration
407-836-7370

SUBJECT: Ratification of Sub-Recipient Agreement Y20-2300, Assistance Reviewing Applications for Small Business Financial Assistance Program Eligibility

ACTION REQUESTED:

Ratification of Sub-Recipient Agreement Y20-2300, Assistance Reviewing Applications for Small Business Financial Assistance Program Eligibility, with University of Central Florida Board of Trustees, in the award amount not-to-exceed \$249,986.

PROCUREMENT:

The Subrecipient, through the National Entrepreneur Center ("NEC") that it manages and for which it serves as the fiscal agent, will recruit, manage, oversee, and assist reviewers recruited from the NEC Resource Partner Organizations located at the NEC to review applications. The subaward period of performance is June 8, 2020 to October 31, 2020.

FUNDING:

Funding will be available in account number 5895-019-8014-8610. Funding for this contract is provided via federal grants from the CARES Act.

APPROVALS:

The Mental Health and Homelessness Division concurs with this recommendation.

REMARKS:

In accordance with the Code of Ordinances, Part I, chapter 17, Article III, Section 17-286-Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

This agreement will provide that UCF, through the National Entrepreneur Center (NEC) will recruit, manage, oversee, and assist reviewers recruited from the NEC Resource Partner Organizations located at the NEC to review applications for the Orange CARES Small Business Grant Program.

Pricing is considered reasonable based on historical pricing for the same services below:

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1. The County will collect completed applications and then transmit them to the Sub-Recipient for: (a) review by its own employees and (b) its transmission to the participating Organizations for review by the employees such Organizations. The Sub-Recipient's employees and the employees of the participating Organizations (collectively, the "reviewing employee(s)"), will review each application against the Program criteria and make a recommendation as to whether or not each particular Program applicant should be approved for funding.

2. The reviewing employees shall ensure that every application's uploaded required documents were updated correctly, are complete, and match the information in the application. Additionally, the reviewing employees shall complete a review checklist (to be provided by the County) and submit such completed checklist with each reviewed application. If an application is not approved, the reviewing employee will notate that on their checklist along with a brief explanation.