

RESOLUTION NO. 30785

A RESOLUTION AUTHORIZING THE PURCHASING AGENT TO ENTER INTO AN AGREEMENT WITH THE UNIVERSITY OF CHATTANOOGA AT TENNESSEE, IN SUBSTANTIALLY THE FORM ATTACHED, FOR PROFESSIONAL EDUCATION SERVICES FOR THE CHATTANOOGA CITY COUNCIL DURING THE NEXT TWELVE (12) MONTHS FOR UP TO FOUR HUNDRED FIFTY (450) HOURS TOTAL FACULTY TIME AND UP TO TWO HUNDRED SEVENTY (270) HOURS GRADUATE ASSISTANT TIME DURING THE 2021 CALENDAR YEAR, FOR A TOTAL EDUCATIONAL TRAINING COST NOT TO EXCEED FORTY-SEVEN THOUSAND TWO HUNDRED THIRTY-NINE AND 56/100 DOLLARS (\$47,239.56).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That it is hereby authorizing the Purchasing Agent to enter into an agreement with the University of Chattanooga at Tennessee, in substantially the form attached, for professional education services for the Chattanooga City Council during the next 12 months for up to 450 hours total faculty time and up to 270 hours graduate assistant time during the 2021 calendar year, for a total educational training cost not to exceed \$47,239.56.

ADOPTED: June 1, 2021

/mem

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC SERVICE

615 McCallie Avenue, Department 6356 Chattanooga, TN 37403-2598
Email: Christopher-Acuff@utc.edu

May 19, 2021

Mr. Chip Henderson, Chair
Chattanooga City Council

Dr. Carol Berz, Chair
Budget and Finance Committee
Chattanooga City Council

Email to: cberz@chattanooga.gov; cchenderson@chattanooga.gov

Re: Research and Educational Services by UTC Department of Political Science & Public Service Professors to Chattanooga City Council Members in FY 2022

Dear Chairman Henderson & Councilwoman Berz,

Thank you for this opportunity to provide research and educational services to the Chattanooga City Council in this matter. I am writing this engagement letter which contains a budget by the Department of Political Science and Public Service for the University of Tennessee at Chattanooga ("PSPS") to provide Chattanooga City Council members with research and educational services over the next fiscal year (FY) at your request. Please first note that all effort for the proposed services will be provided by PSPS Faculty or Graduate Assistants from the University of Tennessee at Chattanooga at the rate and amounts set forth in this letter. PSPS will invoice monthly for actual hours and services provided by professional staff at the University of Tennessee at Chattanooga. The City will reimburse all costs of University personnel salary and benefits for their efforts to provide the requested professional services to City Council members. Total costs will not exceed \$47,239.56 as set forth in the attached proposed budget during fiscal year 2021-2022.

I estimate the research and educational services for the City Council over the next 12 months will require 448 hours of total faculty time and 540 hours of Graduate Assistant time at the rates set forth in the proposed budget below.

Term: July 1, 2021 – June 30, 2022

Description: Budget estimates are based on anticipated costs to provide the Chattanooga City Council with research and analysis on an as-needed basis for a 12 month period as described below. Said services will be provided by a University of Tennessee at Chattanooga faculty member from the Department of Political Science & Public Service and graduate research assistant(s). Included are estimates for 448 hours of faculty time for a one-year period, and up to 18 hours of hourly graduate student assistance per week (if necessary), including the associated benefits and indirect costs required by the University. It is expressly understood that this is an estimate, and that the actual cost of the time will be based on the actual need of City Council and actual work performed.

Services: The skills and services which will be provided by our professional staff during the next twelve months will include, but are not limited to the following:

- Policy analysis and program evaluation focused on the City of Chattanooga
- Comparative analysis and assessment of successful programs from other municipalities
- Expertise in data collection, management, and visualization
- Advanced skills in quantitative and qualitative methodology
- Budgetary and financial expertise from a Certified Municipal Finance Officer (CMFO)
- Spatial analysis and mapping using geographic information systems (GIS)
- Expertise in intergovernmental relations (federal, state, county, and municipal)
- Experience in conducting applied research for state and local governments
- In-depth knowledge of public administration and management
- Experience working with diverse constituencies and stakeholders in the city and across the state

All billing will include the numbers of hours in meetings and work provided by PSPS Faculty and Staff for the services which are mentioned in this letter and requested by Council members. The estimated cost for all services to be provided by professional staff of the University of Tennessee at Chattanooga for these services over the next twelve months are set forth below:

Item	Cost	Total
DIRECT COSTS – PERSONNEL (SALARY and BENEFITS)		
PSPS Faculty (estimated at 448 hours, total)	\$56.98/hour	\$25,527.04
Graduate Assistants (estimated at 540 hours, total)	\$16.35/hour	\$ 8,829.00

TOTAL DIRECT COSTS

INDIRECT COSTS (37.5% of Direct Costs)

Total Estimated Budget

Thank you for this opportunity to provide research and educational services to the City Council by our University staff on specific topics that may be helpful to all Council members in evaluating and approving the use of public funds during the FY 2022 budgeting process for our City and afterwards. Hopefully these services will be helpful to new members and returning members on the interaction between State, federal, and municipal funding for projects that may be beneficial to our City. If there is any additional information needed to establish these professional services are appropriate under Tennessee law at Tenn. Code Ann. §12-3-1209 as a contract for professional advisory services by professional persons or groups with high ethical standards and recognized competence and integrity, please let me know. We will attempt to limit the costs to the amounts desired by the City Council in order to protect taxpayer dollars which are being expended for the services we will provide.

If this engagement letter is acceptable for the professional services you have requested please so indicate by executing the enclosed copy of this letter in the appropriate space provided below and return it to us. If your purchasing procedures require a more formal retention process, please let me know and we would be glad to provide any additional information which is necessary to complete that process. We appreciate the opportunity to assist you and look forward to working with you in the coming year. Please feel free to contact me at any time if you have any questions or require further information.

Dr. Christopher Acuff
615 McCallie Avenue, Department 6356
Chattanooga, TN 37403-2598

The fee proposal as outlined in this letter is accepted.

Chattanooga City Council Chair

Date