

**NORTHGLENN POLICE DEPARTMENT
COUNCIL MEMORANDUM #2018-09**

DATE: July 23, 2018

TO: Honorable Mayor Carol Dodge and City Council Members

FROM: Robert Webber, Operations Manager/Acting City Manager *RW*
James S. May, Jr., Chief of Police *JM*

SUBJECT: CR-88 - Acceptance of 2018 Peace Officer Standards and Training (POST) Grant

PURPOSE

City Council is considering the acceptance of \$8,010 from Colorado Peace Officer Standards and Training (POST) for Arrest Control training equipment and training ammunition.

BACKGROUND

The Northglenn Police Department provides a comprehensive training program each year so that police officers can maintain training and qualification requirements to include arrest control and firearm training. The office of POST approved an award of \$5,790 towards the purchase of two training dummies and \$2,220 to be applied towards the purchase of training ammunition.

BUDGET/TIME IMPLICATIONS

Funds to initially cover the expenses are in the 2018 Police Department budget. Reimbursement requests will be submitted to the State of Colorado within 60 calendar days from the delivery of goods and/or the completion of services no later than 03/31/2019.

STAFF RECOMMENDATION

Staff recommends the approval of \$8,010 from the Office of Colorado Peace Officer Standards and Training.

STAFF REFERENCE

If Council Members have any comments or questions, they may contact Chief James S. May, Jr., at 303/450-8967, or jmay@northglenn.org.

ATTACHMENTS

POST application and funding approval for \$8,010 per Purchase Order #GAE LAAA GT192018000000000029.

attachments

msn

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-88
Series of 2018

Series of 2018

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE COLORADO PEACE OFFICER STANDARDS AND TRAINING (POST)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts a grant award from the Colorado Peace Officer Standards Training (POST) in the amount of \$8,010 for the grant application submitted by the Northglenn Police Department for arrest control training equipment and training ammunition.

DATED, at Northglenn, Colorado, this _____ day of _____, 2018.

ANTONIO B. ESQUIBEL
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney



CYNTHIA H. COFFMAN
Attorney General

MELANIE J. SNYDER
Chief Deputy Attorney General

LEORA JOSEPH
Chief of Staff

FREDERICK R. YARGER
Solicitor General

STATE OF COLORADO
DEPARTMENT OF LAW

RALPH L. CARR
COLORADO JUDICIAL CENTER
1300 Broadway, 10th Floor
Denver, Colorado 80203
Phone (720) 508-6000

Office of the Attorney General

June 21, 2018

TO: Northglenn Police Department,

Congratulations! The office of Peace Officer Standards and Training (POST) has approved an award of **\$8,010.00** for your law enforcement training program. Our offer of this award is subject to your agreement to:

1. Use the grant funds **only** as specified in the submitted approved grant application;
2. Maintain your records to show and account for the uses of grant funds;
3. Allow POST access to records to verify grant expenditures and activities;
4. Comply with reasonable requests for information about program activities; *and*
5. Meet terms and conditions specified in the Purchase Order attached to this letter.

If your organization agrees to these terms, please print a single-sided copy of the attached Purchase Order and Exhibit A (five pages) and have an authorized representative sign and return it to POST. The Purchase Order requires original signature, therefore, the Purchase Order must be returned via postal mail.

Mail the Purchase Order (with original signature) to:

Susan Carter-Training Coordinator
Ralph Carr Judicial Center
Peace Officer Standards and Training
1300 Broadway Street, 9th Floor
Denver, CO 80203

You cannot incur any charges, pay for, or order any items that have been approved in this award prior to the full execution of the Purchase Order. Once the Purchase Order has been signed by the State a copy will be returned to you electronically for your records along with instructions for how to receive your funds. Again, you may not incur costs prior to the date the State Controller Delegate signs the Purchase Order.

The end date for this Purchase Order is **March 31, 2019**. All paid invoices for payment must be submitted no later than close of business **March 31, 2019**; unless prior authorization for an extension is granted by the POST Training Manager, or designee.

If you have any questions please contact Susan Carter at susan.carter@coag.gov or 720-508-6559.

Sincerely,

Susan Carter
POST Training Coordinator



COLORADO DEPARTMENT OF LAW		IMPORTANT		PURCHASE ORDER	
PEACE OFFICER STANDARDS AND TRAINING (POST)					
RALPH L. CARR COLORADO JUDICIAL CENTER 1300 BROADWAY, 9th FLOOR DENVER, CO 80203		The PO # and LINE # must appear on all invoices, packing slips, cartons and correspondence.		DEPARTMENT OF LAW	
				PEACE OFFICER STANDARDS and TRAINING	
Vendor Name:	Northglenn Police Department		PO #:	GAE LAAA GT192018000000000029	
Vendor Contact:	Renae Lehr		Start Date:	7/1/2018	End Date: 3/31/2019
Phone:	303-450-8967		State Award #:	None	
E-Mail:	rlehr@northglenn.org		ALPHA, ORG or FUND:	4500 PINS	
Ship To:			Invoice To:		
Name and Address:	Northglenn Police Department		Susan Carter-Colorado Department of Law		
	11701 Community Center Drive		Peace Officer Standards and Training (POST)		
	Northglenn, CO 80233		1300 Broadway, 9th Floor		
			Denver CO 80203		
Instructions to Vendor					
Any questions regarding this PO should be directed to Susan.Carter@coag.gov or 720-508-6559		1. If for any reason delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)			
		2. All chemicals, equipment and materials must conform to the standards required by OSHA.			
Special Instructions:					
1.	Order of precedence: 1) Purchase Order Terms & Conditions; 2) Exhibit A Statement of Work (SOW)/Applicable Laws (Exhibit A).				
2.	Purchase Order Terms and Conditions:				
	https://www.colorado.gov/osc/purchase-order-terms-conditions				
3.	Description:				
•	This Purchase Order is to provide funds to Vendor to secure training equipment for the training of certified peace officers in the State of Colorado. See Exhibit A Statement of Work .				
•	Payment will be made upon satisfactory delivery of goods and/or completion of training or services and receipt of a correct vendor invoice and documentation of training attendance.				
•	Vendor invoices must be received no later than sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training. It is the responsibility of the Vendor to ensure that invoices are received at the "Invoice To" location above within the time frame specified. ALL INVOICES FOR PAYMENT MUST BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS MARCH 31, 2018; UNLESS PRIOR AUTHORIZATION FOR AN EXTENSION IS GRANTED BY THE THE POST TRAINING MANAGER, OR DESIGNEE.				
•	THIS PURCHASE ORDER IS NOT EFFECTIVE UNTIL SIGNED BY A STATE PURCHASING DELEGATE. <u>UNDER NO CIRCUMSTANCES</u> SHALL THE GOODS AND/OR SERVICES BE ORDERED OR PERFORMED PRIOR TO THE PO EFFECTIVE DATE, NOR EXCEED THE DOCUMENT TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE DEPARTMENT OF LAW.				
			DOCUMENT TOTAL = \$8,010.00		
Printed Signatory Name and Title		THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR THE STATE OF COLORADO			
Printed Name:		Name: Melissa Moynham			
Title:		Title: State Controller Delegate			
Date:		Date:			
Vendor Signature:_____		State Controller Delegate Signature:_____			

EXHIBIT A

STATEMENT OF WORK

1. **Parties:** This Purchase Order (hereinafter called “PO”) is entered into by **Northglenn Police Department** (hereinafter called “Vendor”), and the **STATE OF COLORADO acting by and through the Department of Law, on behalf of the office of Peace Officer Standards and Training (POST)** (hereinafter called “State, or DOL-POST”).

2. **General Description:**
 - a) **Authority.** Authority to enter into this Purchase Order exists in C.R.S.24-31-310 and funds have been budgeted, appropriated and otherwise made available pursuant to C.R.S. 42-3-304 (24) and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
 - b) **Purpose.** The purpose of this Purchase Order is to engage the services of the vendor to assist the Department of Law, on behalf of the Peace Officer Standards and Training (POST) office, with its statutory responsibility of providing law enforcement training and safety courses to certified Colorado peace officers.

3. **Program Year/Effective Date.** The program year (starting and ending date) is July 1, 2018 thru March 31, 2019. All purchase orders will begin on their effective date (signature date of the State Controller Delegate) and end on March 31, 2019. DOL-POST shall not be liable to reimburse the vendor for any performance, hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the **Effective Date** or after the **End Date** set forth in the main body of this Purchase Order.

4. **Project Description and Budget.** The maximum amount payable under this Purchase Order to the vendor by the State is **\$8,010.00** for the following approved project activities:

Project Activity	Approved Budget
Training Equipment	\$8,010.00
TOTAL	\$8,010.00

5. **Equipment.** Equipment is defined as non-expendable personal property with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year. The vendor is required to document its procurement procedures and maintain this documentation in the grant records. Receipts or invoices with order and delivery dates are required for all equipment items. Vendors are allowed to follow the procurement requirements of the state or unit of local government as long as the requirements meet or exceed the state requirements listed below. Procurement procedures are required and must be maintained in the records of the grantee.

6. **Inventory Procedures.** If the vendor is purchasing equipment as a part of this Award the vendor must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment.

Adequate maintenance procedures must be developed to keep the property in good condition. The vendor is required to maintain a POST inventory form for equipment purchased, in whole or in part, with grant funds which contain the following information:

- Description of item
- Serial number and property inventory number
- Date of purchase and delivery
- Check or voucher number
- Cost documentation, invoices, receipts
- Equipment location
- Present use
- Condition
- Disposition information

7. **Reporting.** Equipment purchased with state grant funds must be reported on annually. A POST equipment reporting form must be submitted to Susan Carter at susan.carter@coag.gov for each equipment item by June 30th annually. This form provides the necessary disposition and retention information. Equipment records must be maintained for seven (7) years from the date the first annual report is submitted to DOL-POST. If any litigation, claim, or audit is started before the expiration of the seven (7) year period, the records shall be retained beyond the seven-year period, until all litigation, claims, or audit findings involving records have been resolved.
8. **Disposition of Equipment.** Disposition includes the sale or trade-in of equipment as well as the disposal of equipment and the end of its useful life. Disposition of equipment requires DOL-POST approval prior to the disposition. At the end of the grant award period, title to all equipment may vest in the vendor agency if the vendor certifies in writing that it will use the property for the same purpose areas under which the grant was made.
9. **Procurement Procedures.** Purchases of equipment and services shall be in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:
 - **Small purchase procedures** are those relatively simple and informal procurement methods for securing services, and supplies, that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be obtained and documented from at least three (3) qualified sources. These procedures are generally used for the acquisition of relatively small standardized items such as computers.
 - **Competitive negotiation** (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A request for proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price cost-reimbursable type contract is awarded, as appropriate. The following requirements apply to competitive negotiations:
 - RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.
 - Proposals must be solicited from at least three (3) qualified sources.

- Vendors must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
- Awards must be made to the responsible firm (individual) whose proposal is most advantageous to the program, with price and other factors considered.
- **Competitive sealed bids** (formal advertising) can also be used for procurement over \$25,000. Bids are publicly solicited and a firm, fixed-price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest price. Procurement by sealed bids under a grant will be accomplished through the use of state purchasing procedures or an equivalent local established procurement procedure.
- **Non-competitive negotiation** (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DOL-POST is required for all non-competitive procurement.

10. **Payments.** Payments shall be made in accordance with the provisions set forth in the Purchase Order and applicable State Controller Fiscal Rules and DOL-POST disbursement procedures. Payments to Vendor are limited to the unpaid obligated balance of the Purchase Order.

Vendor shall submit a request for reimbursement within sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training and no later than March 31, 2018. Unless prior authorization for an extension is granted by the POST Training Manager or Designee. Payment requests must be submitted with cost documentation (receipts, invoices, canceled checks) and proof of attendance (if attending training). Lodging (hotel) receipts must be dated and itemized.

11. **Grant Record Retention.** All grant records must be retained for seven (7) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2015 the state fiscal year would be July 1, 2014 to June 30, 2015. The files could be destroyed after June 30, 2022. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. Source documents include copies of the grant award, any required reports, accounting transactions, the general ledger, personnel and payroll records (if applicable to the award) and any related documents and records.

12. **Applicable Laws.** At all times during the performance of this Purchase Order, Vendor shall comply with all applicable State laws and their implementing regulations, currently in existence and as hereafter amended, including without limitation those set forth in this Exhibit. Laws, regulations, and authoritative guidance incorporated into this Purchase Order include, without limitation:

- Department of Law, Peace Officer Standards and Training Continuing Education Grant Guidelines, available on the POST website.
- State of Colorado, State Controller Fiscal Rules, available on the Colorado.gov website.
- 24 CFR Part 85, Administrative requirements for grants and cooperative agreements to State and local governments and federally recognized Indian tribal governments.
- 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).

- OMB Circular A-133, Audits of State and Local Governments and Non-Profit Organizations.
- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR 13.
- C.R.S. 24-31-310 Resources for the Training of Peace Officers.
- C.R.S. 24-31-303 (1) Duties, Powers of the POST Board.
- C.R.S.24-31-315 Annual In-Service Training Requirements.

13. **Compliance:** The Vendor agrees to be responsible for ensuring compliance with this Purchase Order Award Terms and Conditions and ensure that any equipment or ammunition purchased as a part of this Award will be used for training purposes only.