

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, ICMA-CM, CPM
City Manager

SUBJECT: ***Status Report***

DATE: October 22, 2020

Status Report

1. Information Technology - Computer Equipment Purchase

The FY21 Budget contains funding in the Information Technology budget to replace staff computers. The City is seeking to purchase 30 laptops, docking stations and monitors. After a careful analysis, it was determined that the City would utilize the State of Maryland Desktop, Laptop, and Tablet 2015 Master Contract (060B5400007) to purchase the equipment. Requests for quotes were sent to the 36 authorized State of Maryland Dell vendors and 8 responses were received.

Data Networks, Inc.	\$61,920.00
Brown's Communications	\$62,779.74
Applied Technology Services	\$92,865.00
Electronic Systems, Inc.	\$107,326.50
Daly Computers	\$112,050.00
Advanced Computer Concepts	\$114,323.70

As provided by Section 62 of the City Charter, this will serve as the required seven-day notice of intent to issue a purchase order to Data Networks, Inc. in the amount of \$61,920.00.

2. Old Town Bowie Festival

The Old Town Bowie Festival organizers decided due to COVID concerns, it is best that the May 2021 event date is off and that September 18, 2021, (a Saturday) is the main date.

3. Bowie-based SemaConnect receives Investment from Trilantic North America

SemaConnect, a provider of electric vehicle charging infrastructure technology, announced that it received "a substantial minority investment" from private equity firm Trilantic North America. The firm said that previous investor Pear Tree Partners, along with CEO Mahi Reddy and COO Mark Pastrone, will still have significant stakes in the company. SemaConnect said it has sold over 10,000 of its smart charging stations to date.

Pastrone said the funding “will enable us to further scale our platform, bolster our industry relationships, and serve the growing population of electric vehicle drivers.” The company sells its charging stations to the commercial, residential, and fleet markets.

<https://semaconnect.com/>

<https://www.businesswire.com/news/home/20201020005172/en/SemaConnect-Secures-Investment-Trilantic-North-America>

4. Bowie Business COVID-19 Recovery Assistance Program Grant

A grant agreement has been completed between the City and the Bowie Business Innovation Center (Bowie BIC), our incubator, to implement the business recovery program established by Council Resolution R-49-20. The City intends to provide \$200,000 grant funding to the Bowie BIC for the period October 20, 2020 to August 30, 2021, to deliver a business recovery and assistance program in partnership with the Greater Bowie Chamber of Commerce (GBCC). The grant details are in the attached PDF.

5. Hall Road Annexation

On Wednesday evening staff conducted a Town Hall for the residents of the Hall Road area to discuss and answer questions regarding the submitted petition for annexation. Video of the Town Hall is located on the City’s YouTube channel at <https://www.youtube.com/watch?v=tStbqSvQmPw&feature=youtu.be>. There were 23 attendees and after a brief presentation, staff responded to about thirty questions from the participants.

Questions for staff covered the topics of the process for annexation and timeframe, services of the City and services that are not offered as a result of Hall Station having private streets, costs associated with annexation and the impact on taxes, and next steps for the members of the community to advance the annexation petition.

Direction from the City Council will be sought at the November 2, 2020 City Council meeting.

ADL: lfr
Attachment

John H. King

From: Lisa Smith <lisa.smith@bowiebic.com>
Sent: Tuesday, October 20, 2020 10:11 AM
To: John H. King
Subject: {EXTERNAL}: RE: City of Bowie Grant to the Bowie BIC for the Bowie Business COVID-19 Recovery Assistance Program
Attachments: GBCC Subcontract Agreement with Bowie BIC 30Sept2020 Executed.pdf

Mr. King,

I accept the grant offer detailed below, which incorporates the agreed scope of work for the Bowie Business COVID-19 Recovery Assistance Program. I attach the previously submitted signed subcontract agreement with the Greater Bowie Chamber of Commerce.

I look forward to receiving the first payment (October 2020) of \$20,000.

We appreciate the City's continuing support for Bowie BIC and our programs that assist Bowie businesses.

Please acknowledge receipt of this email.

Thank you,
Lisa Smith

Lisa S. Smith, Executive Director
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Email: lisa.smith@bowiebic.com | Web: www.bowiebic.com



From: John H. King [mailto:jhking@cityofbowie.org]
Sent: Monday, October 19, 2020 11:35 AM
To: Lisa Smith (BBIC)
Subject: City of Bowie Grant to the Bowie BIC for the Bowie Business COVID-19 Recovery Assistance Program

Bowie Business COVID-19 Recovery Assistance Program Grant

1. Accept the grant offer detailed below by replying to this message.

2. To implement the business recovery program established by Council Resolution R-49-20 the City intends to provide \$200,000 grant funding to the Bowie BIC for the period October 20, 2020 to August 30, 2021 according to this schedule and the scope of work:

1st Payment in October 2020 = \$20,000 upon receipt and acceptance by the City of a scope of work and a copy of the signed partnership agreement with the Greater Bowie Chamber of Commerce and your acceptance of this agreement.

2nd Payment in December 2020 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date;

3rd Payment in January 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date;

4th Payment in February 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

5th Payment in March 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

6th Payment in April 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

7th Payment in May 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

8th Payment in June 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

9th Payment in July 2021 = \$20,000 – upon receipt and acceptance by the City of: a written report of the operations and activities under this grant to date.

10th Payment in August 2021 = \$20,000 – the final payment upon receipt and acceptance by the City of a final written report, and after an update briefing to the City Council.

3. A detailed list of event/session/webinar attendees must be part of each monthly report. Details are to include but are not limited to: person name, business name, full business address [post office box addresses must also have the physical business location address NOT at the post office box address], telephone number, email address, and number of employees.
4. Timely reporting by the Bowie BIC is required by the City. All required reports must be received by the 'Report Due' date listed in the table below.

Scope of Work

STATEMENT OF WORK OVERVIEW

Bowie BIC and GBCC have developed a work plan for the Bowie Business Recovery Plan (BBR), which leverages the special strengths of each organization to provide a practical program of business assistance to support the recovery of Bowie-based businesses over the next nine months. The Bowie Business Recovery Assistance Program targets the approximately 1,400 Bowie-based businesses. The majority of which are small businesses with less than five employees, but which have diverse business assistance needs, across a range of business sectors.

This statement of work is a comprehensive online program of business training webinars, small group workshops, and one-on-business counseling to provide technical business assistance. Regular reporting by each organization on these activities and outcomes are also part of this work plan. Bowie BIC will subcontract with GBCC to deliver their specific tasks under this work plan.

This overall work plan will be supported by outreach efforts to Bowie-based businesses through direct mail, social media and coordinated promotional activities to inform and connect with Bowie businesses. The work plan also will be advanced through the development of a Bowie Business Recovery web portal to promote all the business assistance activities, provide a central point for training and counseling registrations and serve as an archive for recordings of training activities and other resource materials. Bowie BIC will coordinate these outreach and marketing activities under the grant.

Scope of Work Monthly Deliverables to the City of Bowie

November 2020 through July 2021

DATE	CITY DELIVERABLES	REPORT DUE
November 2020	● Development of BBR Logo	12/10/2020
	● Development of BBR Website	
	● Design direct mail BBR post card for Bowie businesses	
	● Mailing lists assembled (GBCC, FSC First, BIC)	
	● Kick-Off Meeting with GBCC	
	• Work plan budget submitted	
	• Intern job description submitted	
	• Intern hired	
	• BBR Resource Center development begins	

	• Webinar program (24 sessions) submitted	
	• Metrics agreed	
	• Business survey dates planned	
December 2020	• BBR website goes live w/events calendar/registration	1/11/2021
	• BBR website links with GBCC Resource Center	
	• Press Release distributed announcing BBR program	
	• Post card mailing to Bowie businesses	
	• GBCC three December webinars promoted/delivered	
	• Joint Open-Door sessions promoted and delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC three January webinars promoted	
	• BBR 2021 Calendar promotion	
January 2021	• GBCC three January webinars promoted/delivered	2/8/2021
	• Joint Open-Door sessions promoted/delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC three February webinars promoted	
	• BIC BBR Workshop promoted/delivered	
	• BIC Bowie CEO Accelerator Program Announced	
February 2021	• GBCC three February webinars promoted/delivered	3/8/2021
	• Joint Open-Door sessions promoted and delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC four March webinars promoted	
	• BIC Bowie CEO Accelerator Recruitment	
March 2021	• GBCC four March webinars promoted/delivered	4/12/2021
	• Joint Open-Door sessions promoted and delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC four April webinars promoted	
	• BIC BBR Workshop promoted/delivered	
	• BIC Bowie CEO Accelerator Launches	
April 2021	• GBCC four April webinars promoted/delivered	5/10/2021
	• Joint Open-Door sessions promoted and delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC three May webinars promoted	
May 2021	• GBCC three May webinars promoted/delivered	6/14/2021
	• Joint Open-Door sessions promoted and delivered	
	• MWBC/SBDC/PTAC Counseling promoted	
	• GBCC four June webinars promoted	

	● BIC Bowie CEO Accelerator Concludes	
June 2021	● GBCC four June webinars promoted/delivered	7/7/2021
	● Joint Open-Door sessions promoted and delivered	
	● MWBC/SBDC/PTAC Counseling promoted	
	● BIC BBR Workshop promoted/delivered	
July 2021	● GBCC July webinars (if any) promoted/delivered	8/9/2021
	● Joint Open-Door sessions promoted and delivered	
	● MWBC/SBDC/PTAC Counseling promoted	

STATEMENT OF WORK DETAIL

TASK	LEAD
1.0 Development of BBR Logo and Online Portal (www.bowiebusinessrecovery.com) This BBR microsite will link to the websites of Bowie BIC, GBCC and the City of Bowie. A logo will be developed to brand the program and identify all its activities. The site will describe the overall Bowie Business Recovery program, summarize all the activities available for Bowie businesses, include a complete calendar of events, provide event registration and <u>could</u> archive all webinars and online training sessions offered.	Bowie BIC
2.0 Outreach and Promotion The program will be announced and promoted with a direct mail postcard to the list of approximately 1,400 Bowie business provided by the City's Economic Development Department. Social media promotional activity will be launched to amplify the message. A press release announcing program activities in November will follow; along with a special edition of Bowie BIC's THIS WEEK e-newsletter and potentially a Bowie Business Journal interview. General program promotion and social media will continue through June 2021. Bowie BIC, with the assistance of GBCC, will cross promote additional relevant programs, training and resources considered useful for Bowie businesses through June 2021.	Bowie BIC

3.0 Access to Professional Business Counseling Bowie businesses can schedule individual meetings with the counselors from the Small Business Development Center, Maryland Women’s Business Center and Procurement Technical Assistance Program. These counseling resources are promoted via a weekly e-blast, THIS WEEK, on the Bowie BIC, GBCC and City websites and via social media.	Bowie BIC
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4.0 Bowie Business Recovery (BBR) Resource Center GBCC will establish an online business resource center, known as the Bowie Business Recovery Resource Center, to serve as a virtual “one-stop-shop” for Bowie-based businesses seeking data and other resources that address their business recovery needs. The Bowie Business Recovery Resource Center will be linked to the BBR website. The City of Bowie requires that the Bowie Business Recovery Program activities shall not duplicate existing resource or counseling services currently provided to Bowie-based businesses by the Maryland Women’s Business Center, Small Business Development Center and Procurement Technical Assistance Center. The BBR Recovery Resource Center materials also shall not duplicate information and resources currently available through the Business Recovery Program. GBCC and Bowie BIC will make all recordings of GBCC training webinars, delivered under their agreement with Bowie BIC available for usage for promotional and/or marketing purposes on the BBR website or other platforms, such as the Business Recovery Resource Center, during the Term of the Agreement. <u>Tasks:</u> 4.1 Develop detailed budget for overall GBCC Work Plan with information on vendors/providers/potential partners. 4.2 Update local Bowie business data related to COVID-19 pandemic 4.3 Update data on any legislation and state or local Executive Orders that could impact business operations for Bowie-based businesses during the COVID-19 pandemic. 4.4 Update best practice guidance on business recovery topics (finance, access to capital, etc.) 4.5 Periodic surveys of local businesses for the purpose of providing an understanding of business challenges during the grant period.	GBCC
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<u>Timeframe:</u> Business resource materials (items 2.2 through 2.4) will be accessible and available to be linked to the BBR website by October 31, 2020, or later to accommodate website development. <u>Deliverables:</u> Detailed budget for GBCC Work Plan submitted to Bowie BIC for review and approval by October 31, 2020. The Bowie Business Recovery Resource Center will be linked to the BBR website by October 31, 2020, or later to accommodate website development, and remain linked to the BBR website through the end of the contract period on 6/30/21. GBCC will submit reports to Bowie BIC describing activities of the Business Recovery Resource Center that support the BBR program and outputs against the work plan, including usage of the Center by businesses. Bowie BIC and GBCC will agree on details of the specific quantifiable data required for these reports. Written reports are due to Bowie BIC on a schedule determined by the City grant.	
5.0 Bowie Business Recovery Internship Program GBCC will establish an internship program to provide administrative support for all its Bowie Business Recovery (BBR) activities during the period of the contract. <u>Tasks:</u> 5.1 Develop Intern Job Description that defines specific tasks to support BBR program 5.2 Promote Internship opportunity and hire intern(s) 5.3 Develop work plan for interns(s) administrative support of BBR Program 5.4 Develop budget for administrative work for BBR program <u>Timeframe:</u>	GBCC

GBCC Intern program will commence by 10/31/20 and conclude by 6/30/21.	
<u>Deliverables:</u>	
Items 5.1-5.4 are due to Bowie BIC for approval by 10/31/20.	

6.0 Monthly One-On-One Business Counseling--	Technical Advice	Bowie BIC
Bowie BIC and GBCC will identify professional service providers to serve as volunteer counselors each month via phone meetings. These counselors will have experience in accounting, legal, marketing, capital access, and other topics to be determined. Bowie companies will register through the BBR portal to make appointments to talk with these BBR counselors. Bowie BIC will provide appointment information to all counselors and request feedback from the counselors on their meetings. Bowie BIC and GBCC will share all data associated with these grant activities. A disclaimer regarding the counselors' lack of liability will be included in the registration information. <u>Tasks:</u> 6.1 Identify a pool of counselors, of which a minimum of three (3) will be available each month during the contract period. 6.2 Brief the counselors on the BBR counseling program and submit their contact details to Bowie BIC, on an agreed schedule. 6.3 Collect bios on the counselors to submit to Bowie BIC for promotion. <u>Timeframe:</u> GBCC will recruit at least three (3) volunteer counselors per month, beginning in October 2020. <u>Deliverables:</u> GBCC will provide the names, photos and bios of the counselors to Bowie BIC for promotion on the BBR website. GBCC also will provide complete contact information to Bowie BIC for each counselor. GBCC will provide counselor information on a schedule mutually agreed with Bowie BIC.		GBCC

Bowie BIC reserves the right to make the final selection of counselors to be scheduled each month. The One-on-One Counseling program kicks off as soon as the website is operational, which we anticipate will be before October 30, 2020. GBCC will submit reports to Bowie BIC describing their activities associated with the one-on-one counseling activities that support the BBR program and outputs against the work plan. Bowie BIC and GBCC will agree on details of the specific quantifiable data required for these reports. Written reports are due to Bowie BIC on a schedule determined by the City grant.	
7.0 Online Business Education and Resilience Webinars GBCC will deliver a 24-session Zoom seminar series, in two (2) phases, to address the needs of Bowie-based businesses at various stages of addressing COVID-19 impacts during the contract period. The series' sessions will address topics relevant to business recovery and will reflect the current business environment for Bowie businesses. <u>Tasks:</u> 7.1 GBCC will develop a list of seminar session titles and identify speakers. 7.2 GBCC will develop the schedule for the first six of the 12-session seminar series. 7.3 GBCC will develop a flyer for each session with the title, speaker bio and Zoom meeting details for Bowie BIC and GBCC to use for promotion. <u>Timeframe:</u> The first six sessions of the Zoom 12-session series will be concluded by December 11, 2020. The remaining six sessions of the first Zoom series will be conducted in early 2021. The second Zoom 12-session series will be conducted by June 11, 2021. Start dates for the webinar series will be agreed based on website development. <u>Deliverables:</u>	GBCC

GBCC will provide information to Bowie BIC for review on the background and experience of the company presenting the webinar training series for GBCC at contract execution. At contract execution, GBCC also will provide written consent of the selected vendor to allow all the vendor’s webinars delivered for the 24-session Zoom series to be archived and available for use on the BBR website and by the Business Recovery Resource Center during the period of the GBCC Agreement with Bowie BIC. For the first six sessions of the first Zoom 12-session series, GBCC will provide the final list of topics and speaker bios to Bowie BIC for approval by September 30, 2020. For the remaining six sessions from the first Zoom series, and the second Zoom 12-session series, GBCC will provide the final list of topics and speaker bios to Bowie BIC for approval by November 30, 2020. GBCC will provide a promotional flyer for each session, on a schedule agreed with Bowie BIC so Bowie BIC can promote the webinars though the BBR portal. GBCC will provide an attendee list (including email addresses) to Bowie BIC after each Zoom session. Bowie BIC will distribute a follow-up survey to these participants within 24 hours after the conclusion of each session. GBCC will record each Zoom webinar session and provide that recording to Bowie BIC within 24 hours, to archive on the BBR portal. If alternative web conferencing tools become available during the contract, Bowie BIC will consider utilizing those tools instead of Zoom to ensure the quality of the webinar series. GBCC will submit reports to Bowie BIC describing webinar series, including participation statistics and feedback from presenters and attendees, along with activities that support the BBR program and outputs against the work plan. Bowie BIC and GBCC will agree on details of the specific quantifiable data required for these reports. Written reports are due to Bowie BIC on a schedule determined by the City grant.	
8.0 Business Recovery Workshops for CEOs Bowie BIC will plan and deliver three peer-to-peer business workshops with breakout sessions for small groups (of up to 20) Bowie CEOs conducted by industry professionals. The first session will be Online Marketing conducted by LMD Agency	Bowie BIC

9.0 Bowie CEO Business Pivot Accelerator Bowie BIC will deliver a 35-hour CEO accelerator program over four weeks for Bowie-based business CEOs, in collaboration with the Small Business Development Center (SBDC) in 2021.	Bowie BIC
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John Henry King

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