

OFFICE OF CHIEF OF OPERATIONS
Summary of State Board of Education Agenda Items
April 15, 2021

OFFICE OF GRANTS MANAGEMENT

08.G. Action: Renew contract with Sharon Miller to provide services in the role of Federal Funding Accountability and Transparency Coordinator for FY2022 [Goal 1 – MBE Strategic Plan]

Awarded Vendor: Sharon Miller
Jackson, Mississippi

Scope of Project: The purpose of this contract is to retain the services of Sharon Miller to serve as:

- The on-and-offsite Federal Funding Accountability and Transparency Coordinator responsible for preparing all reports and submissions on a monthly and quarterly basis; and
- Provide on-and-offsite assistance in the Grants Management Department for reporting Federal grants on a quarterly basis and develop a tracking system in excel to supplement current Fixed Asset reports in the Office of Child Nutrition (OCN)

This is year one (2) of a two (2) year contract. Personnel associated with this contract are former Department employees or related to any Department employee. The contractor is a PERS retiree.

Scope of Contract:

- Term of Contract: December 23, 2020 – June 30, 2022
- Amount to be Awarded: \$ 72,073.81

Funding Source: Federal (USDA State Administrative Expense)

This item references Goal 1 of the *Mississippi Board of Education 2018-2022 Strategic Plan*.

Recommendation: Approval

Back-up material attached

Federal Funding Accountability and Transparency Coordinator

CONTRACTOR	AWARDED AMOUNT
Year 1	\$30,657.25
Year 2	\$41,416.56
Total	\$72,073.81