

AMENDED AGENDA—Monday, March 6, 2023

SUGGESTED MOTION: Move to amend the order of the agenda with the addition, purchase of carpet cove base to item b. and the addition of item 6. Accept 2023 IIJA Cyber Security Grant.

CONSENT AGENDA

b. Authorize purchase of wetland mitigation credit; purchase of cyber security liability insurance; purchase of Verizon connect; purchase of ultra-light turbo kit; purchase of less lethal law enforcement equipment; purchase of Annex remodel lighting and paint; *purchase of carpet cove base*

REGULAR AGENDA

6. Accept 2023 IIJA Cyber Security Grant (Henderson)

Information/action



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

MEMO

TO: County Commission
FROM: Robert W. Wilson
Date: March 3, 2023
Subject: Annex- Building Projects

The 2023 Building Fund budget includes \$400,000 for remodel work in the Annex building. Buildings and Grounds has been working with Cass County Human Service Zone (CCHSZ) staff and TL Stroh Architects to plan this project. Specific work has been prioritized by Human Service Zone leadership based on what will be most significant to improving work settings for employees. The first phase of the project includes updating the lighting and painting on the second, third, and fourth floors of the Annex which is also on the agenda for Commission consideration.

Buildings and Grounds also received a quote to purchase new carpet cove base to match the new paint in the Annex from Fargo Linoleum Co. in the amount of \$29,322.

SUGGESTED MOTION: Authorize Chair to sign the purchase order for carpet cove base for the Annex from Fargo Linoleum Co. in the amount of \$29,322.

PROPOSAL
FARGO LINOLEUM CO.

317 Roberts Street - Fargo, ND - 58102
(701) 232-2493 - Fax (701) 293-5440

CLIENT: Cass County
ATTN: Gene

DATE: March 1, 2023
JOB: Annex vinyl base

We propose to furnish Mannington Ash vinyl base and adhesive for the Annex project. \$29,322

We will install base at a labor rate of \$75 per man per hour.

This quotation does not include any fees associated with plumbing work that may be necessary to complete the job. Unless otherwise stated, this quotation does not include any fees associated with fabricating or staining wooden trim or cutting doors down to accommodate higher flooring.

If existing floor coverings must be removed, owner must furnish written documentation that there is no asbestos present in the existing floor covering materials or adhesives. This proposal can not be honored otherwise. Owner is responsible for removing any materials that contains asbestos.

The above quotation includes all material, tax and labor required to do the work in a good workman like manner.

Applicable state sales or use tax is included.

This proposal is subject to acceptance by the owner within 30 days from this proposal date. 50% down and net cash on completion, unless specifically stated on this proposal. On Contract jobs where applicable the following terms shall apply; 90% of the value of materials and labor furnished shall be payable on the 1st day of the month following the furnishings of such materials and labor. Balance of contract price shall be payable on the 1st day of the month following completion of job.

This document constitutes the entire agreement between the parties. Changes in specifications causing extra labor and materials shall be charged on a time and material basis.



FARGO LINOLEUM CO.
317 ROBERTS STREET
FARGO, ND 58102

By: _____

Date: _____
Casscountybase.rb

By: _____
Robert Bye



PURCHASE ORDER

PAGE: 1
 154327
 P.O. NO.:
 DATE: 03/03/23

N.D. Sales Tax Exempt No. E-3009

FARGO LINOLEUM COMPANY
 317 ROBERTS STREET
 PO BOX 2216
 FARGO, ND 58108

SHIP TO: CASS COUNTY GOVERNMENT
 COUNTY AUDITOR
 211 9TH ST S
 FARGO, ND 58103

VENDOR NO.		2333		DELIVER BY		SHIP VIA		F.O.B.		TERMS	
				03/03/23						NET	
CONFIRM BY				CONFIRM TO				REQUISITIONED BY			
				GERALD JENSON				GERALD JENSON			
FREIGHT		CONTRACT NO.		ACCOUNT NO.		PROJECT		REQ. NO.		REQ. DATE	
				401-2105-481.72-01				FARG		03/03/23	
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION				UNIT COST	EXTENDED COST			
1	29322.00	EA	MANNINGTON ASH VINYL BASE INSTALL				1.0000	29322.00			
							SUB-TOTAL	29322.00			
										29322.00	

AUTHORIZED BY _____ COUNTY OFFICIAL



MEMO

TO: Cass County Commission
FROM: Bob Henderson, IT Director
DATE: 3/2/2023
SUBJECT: 2023 IIJA Cyber Security Grant Award

Dear Commissioners,

We have been awarded the **IIJA Grant** I applied for after approval in our 2/6/23 meeting. The total value of this grant is **\$170,000**, with **10% (\$17,000)** being a **local match**. The ND Department of Emergency Services has added a line item to their budget request this year to cover these local match funds for all applicants this year, and has successfully been moving this through the Senate. If approved by the House and passed, these match funds would be applied to our account for reimbursement after June 1.

Within the existing IT budget is a line item for **\$20,000** for a pair of firewalls that would no longer be needed with this grant being approved, allowing those funds to be re-allocated to cover the **10% match** with no budgetary impact.

The projects that were approved are:

- An updated pair of highly available main internet connection firewalls for Cass County, replacing the existing state-managed leased hardware. Receiving this grant would also eliminate a **\$36,000/year** expense we currently pay to lease state hardware.
- Licensing, hardware, and support to deploy Multifactor authentication to all users of Cass County in a unified, secure manner.

SUGGESTED MOTION:

Accept the award of the 2023 IIJA Cyber Security Grant for a total amount of \$170,000, providing local match funds of up to \$17,000 from line item 101-1801-412.74-14 from existing 2023 budget if required.

Bob Henderson
Information Technology Department

March 1, 2023

Cass (County)
Mr. Bob Henderson
PO Box 5806
West Fargo, ND 58108

Dear Mr. Henderson:

Congratulations on behalf of the North Dakota Department of Emergency Services (NDDes) Division of Homeland Security, your grant application submitted for the FY 2022 State and Local Cybersecurity Grant Program (SLCGP) has been approved for award in the amount of \$153,000.00. The award at this time requires at 10% local cost share. Should the State legislature approve to cover the 10% cost share you will be notified by July 1, 2023.

Note: Do NOT begin any portion of your project including obligating or expending funds. NDDes is waiting to receive approval of the North Dakota Cybersecurity Plan from Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA). Until NDDes receives approval of the Cybersecurity Plan, CISA has placed a hold on all federal funding related to this award and has prohibited the obligation or expending of the funds. NDDes will notify you once this hold has been rescinded.

To accept the award and the terms and conditions complete the following steps **within 10 days** from the date of this letter:

- Step 1: Print or download the Notice of Grant Award and Special Conditions
- Step 2: Sign page 1 of the Notice of Grant Award
- Step 3: Read and Initial all pages of the Special Conditions
- Step 4: Upload the signed Notice of Grant Award and initialed Special Conditions pages in the DES Grants System (GMS) grants.des.nd.gov to the [Project page](#) (See directions at the end of this letter.)
- Step 5: Upload a copy of your jurisdiction's/agency's written procurement policy to the [Project page](#).

The following federal requirement must be completed. No funds related to this project will be reimbursed until this requirement is met.

- Complete the 2023 Nationwide Cybersecurity Review (NCSR) <https://www.cisecurity.org/ms-isac/services/ncsr/>. The NCSR is required of all SHSP sub-recipients and opens on October 1, 2023, and must be completed no later than December 1, 2023. See the NCSR attachment in the grants management system for additional information and instructions. Once you have completed the NCSR, upload a copy of the 2023 NCSR Completion Certification to the [Project page](#) in GMS grants.des.nd.gov. Please put a note in the GMS to drice@nd.gov when you do this so that we are aware it is complete.

Note: If your entity completed the FY 2022 NCSR, you may upload a copy of the completion certificate to fulfill this requirement.

Procurement Requirements

Federal (2 CFR Part 200.318-200.326) [eCFR: 2 CFR Part 200 Subpart D - Procurement Standards](#) as well as applicable state and local procurement laws and regulations must be followed when purchasing goods (ex. equipment) and services (ex. planning, training, or exercise activities). **NOTE:** If your application included a brand name or a particular contractor/vendor, this award is **NOT** an approval of that brand name or contractor/vendor. All procurement transactions must be conducted in a manner providing full and open competition (2 CFR Part 200.319). Please see the *NDDes Fiscal Requirements and Other Program Rules, Regulations, Laws, and Policies for Federal Programs* as well as the Reimbursement Processing checklist [HSGP - grants.des.nd.gov](https://grants.des.nd.gov) for more



Doug
Burgum
GOVERNOR

Major General
Alan S. Dohrmann
DIRECTOR – DEPARTMENT
OF EMERGENCY SERVICES

Darin
Hanson
DIRECTOR – DIVISION
OF HOMELAND SECURITY

Darin
Anderson
DIRECTOR – DIVISION
OF STATE RADIO

Ensuring a safe and secure homeland for all North Dakotans

information on the types of documentation you will need to provide to NDDes to show compliance.

To aid sub-recipients we have developed the *Quote (Informal) Request Form* [HSGP - grants.des.nd.gov](https://grants.des.nd.gov). It is **required** that sub-recipients upload in GMS grants.des.nd.gov on the [Project page](#) this form along with copies of quotes (minimum of three must be obtained for any purchases of \$10,000 or more) prior to accepting a quote. Please notify Dave Rice at drice@nd.gov when you do this, and Dave will review the quotes for compliance with federal procurement standards and provide feedback within three business days. Sub-recipients must accept the quote from the vendor providing the lowest aggregate cost of the goods or services. Quotes must be obtained within the project period of performance. Quotes obtained prior to the project period of performance will not be accepted.

Quarterly Project Status Reports are required, including a final report due at closeout. Quarterly reports are due fifteen (15) days after the end of the reporting period of each quarter. Reports should show a steady progression of the project. If there is no progression during a quarter an explanation as to why the project is not progressing is required. Failure to complete the reports will result in delays to reimbursement requests being processed. Reports are to be completed in the GMS grants.des.nd.gov according to the following schedule:

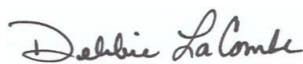
- January 1-15 for activity between October 1-December 31
- April 1-15 for activity between January 1 and March 31
- July 1-15 for activity between April 1 and June 30
- October 1-15 for activity between July 1 and September 30

DES Grants System Document Upload Instructions

1. Login at <https://grants.des.nd.gov/>
2. On your home page Click on **SHSP FY 2022 Cybersecurity Grant Program (SLCGP)** – this takes you to a screen with a **red** banner at the top
3. On the left-hand side, Click on **Projects**
4. Click on the FY 2022 SLCGP project that shows to the right – this takes you to a screen with a **blue** banner at the top.
5. Toward the bottom of the page on the right, Click on **Add Document** – follow the directions on your screen
6. Click **Upload** to upload your documents

Should you have any questions, please contact, Dave Rice 701-328-8250 or (drice@nd.gov) or Karen Hilfer 701-328-8254 or (khilfer@nd.gov).

Sincerely,



Debbie LaCombe
Preparedness Chief

DL/nj



Doug
Burgum
GOVERNOR

Major General
Alan S. Dohrmann
DIRECTOR – DEPARTMENT
OF EMERGENCY SERVICES

Darin
Hanson
DIRECTOR – DIVISION
OF HOMELAND SECURITY

Darin
Anderson
DIRECTOR – DIVISION
OF STATE RADIO

Ensuring a safe and secure homeland for all North Dakotans