

Request for Proposal Grant Writing Consultant(s)

The City of McMinnville is seeking proposals from qualified firms or individuals for Grant Writing Consultant(s).

Copies of the Request for Proposal, and any related documents are available on the City of McMinnville Website: http://mcminnvilletenn.com/city_government/bid_notices.php

The deadline for receipt of sealed proposals is: **April 17, 2018 at 10:00 AM** . Sealed proposals must be received by this deadline at the following location:

Human Resources Office
101 East Main Street, 3rd Floor
McMinnville, TN 37110

Any proposal received after the date and time listed above will not be considered.

Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email by **April 16, 2018 at 3:00 PM**. Questions must be sent to the email address below, and any question(s) should include a reference to the appropriate page and section number of the RFP.

Jennifer Rigsby, Human Resources Administrator
jrigsby@mcminnvilletn.gov

Request for Proposals (RFP)

GRANT WRITING AND ADMINISTRATION SERVICES

The City of McMinnville, hereinafter referred to as the City, is soliciting proposals to retain a Consultant(s) to assist the City in researching and identifying potential grant opportunities and to provide strategic grant writing services associated with the completion and submission of grant applications including Technical Assistance and Program Administration services.

The City reserves the right to enter into non-exclusive agreements with multiple respondents, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City.

Advertisement Date: April 1, 2018

Due Date: April 17 @ 10:00 a.m.

Pre-proposal Meeting: n/a

Contact: Jennifer Rigsby, Human Resources Administrator
PO BOX 7088
McMinnville, TN 37111
jrigsby@McMinnvilletn.gov
(931)473-1209

Submittals: Respondents shall submit their proposal to the Human Resources Office at 101 East Main Street, 3rd Floor, McMinnville, TN 37110 in a **SEALED** envelope or container and marked clearly: “**SEALED PROPOSAL FOR Grant Writing and Administrative Services**”, **no later than April 17, 2018 at 10:00 a.m.**

Late proposals will not be opened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. The City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Disability Accessibility.

I. GENERAL SCOPE OF WORK:

The City of McMinnville recognizes that obtaining grant funding is a critical and important function to enable the City to leverage local public funds to help the City find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects. The City of McMinnville is seeking a Consultant to assist the City in researching and identifying potential grant opportunities and to provide strategic grant writing and administration services associated with the completion and submission of grant funded projects.

The types of improvements the grant funding may be utilized for include, but may not be limited to potable water system improvements, sanitary sewer system improvements, storm water drainage improvements, streetscape improvements, the development of public off street parking, community facilities, Park and Recreation and other public improvements.

Procurement and contracting for all services shall conform to state and when appropriate, federal guidelines as well as the state and when appropriate federal regulations. All records shall be maintained in accordance with state and when appropriate federal record keeping requirements.

Technical Assistance and Program Administration services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, coordinating any property or easement acquisition to meet Uniform Relocation Act compliance when required, managing any bid/contract grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:

1. **Funding Needs Analysis/Strategic Outreach.** Work with City staff to review grant needs identified by City departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist City staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the City's funding request.
2. **Grant Funding Research.** Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; health and human services; housing programs; infrastructure (i.e. storm, potable water, sanitary sewer, streets) development and maintenance; technology; parks, recreation and trail development. On a quarterly basis, provide the City with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.
3. **Grant Proposal Development and Review.** Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the City of McMinnville, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City of

McMinnville. Fees for grant applications prepared by the Consultant annually will be negotiated on a case by case basis.

4. **Annual Report.** Provide an annual summary of grants the City of McMinnville has applied for with the grant writer's assistance and the outcome of each grant request.

III. MINIMUM QUALIFICATIONS

1. The Consultant must be actively in business performing grant writing and administrative services for at least the past two (2) years.
2. The Consultant must have a minimum of two (2) years of experience writing and/or administering Federal and/or State government grant programs.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in Tennessee writing and/or administering State and/or Federal grant programs.
4. The Consultant must have a minimum of five (5) years of experience writing grant proposals.

IV. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score.

1. Demonstrated knowledge of sources of grant funds available to similarly situated municipal government – **15 points**
2. Demonstrated proficiency in obtaining funds for similarly situated communities – **15 points**
3. Demonstrated capability of project management – **15 points**
4. Years of experience writing and managing grants for local governments in Tennessee – **20 points**
5. Number of local government reference letters provided (only one reference letter may be provided from each community. Reference letters must be dated 2015 or later) – **20 points**
6. Quality of local government reference letters provided – **15 points**

The highest ranked firm and or individual shall be determined by a tally of the total number of points given to each consultant by each review selection committee member. If the City determines that multiple grant consultants is in the best interest of the City respondents will be ranked based upon their previous performance obtaining and administering specific grant programs for similarly situated local governments. The selection process shall be open to the public and records maintained in accordance with all grant requirements.

V. INSTRUCTIONS TO PROPOSERS:

1. Proposal to be provided in the order below:
 - a. Cover letter / statement of interest *including e-mail address of person to be notified of award*, manually and duly signed by an authorized corporate officer, principal, or partner. Include physical address of primary proposer. *(2 page limit)*
 - b. Provide an outline of your experience with grant writing services, to include at a minimum the following. *(10 page limit)*
 - Number of years the firm/individual has been in business
 - Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past two (2) years.
 - Examples of successful proposals in the areas listed in the Scope of Services.
 - A minimum of three (3) references from Cities, Counties or other municipalities/governmental entities for which you have provided grant writing services. Include the name of the organization, brief description of the project, name of contact person and telephone number.
 - c. Provide resumes of individuals who will be assigned to work with the City including their background, directly related experiences and past successes *(1 page limit per person)*
 - d. Provide a detailed description of how your organization will perform the following grant writing services. *(5 page limit)*
 - Funding needs analysis/strategic outreach
 - Grant funding research
 - Grant proposal development and review
2. Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered. One (1) paper original, three (3) copies and one (1) electronic copy of submittal on CD in PDF format to be submitted. Paper submittal shall be bound by either wire bound or ring binder. Submittals will not be evaluated on the aesthetic of the package.
3. The Selection Committee will evaluate the proposals and may require some or all of the Respondents to provide additional information in the form of a presentation and question and answer session with the Committee.

VI. RFP REQUIREMENTS

1. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the City of McMinnville. The City is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Tennessee Sunshine law and Code of Ethics, the City strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any

City employee, including any member of the City Board, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties.

2. The City requires general liability insurance as follows, and is required to be in place by the time work begins: Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under and Insurance Tab.
3. During the RFP process, questions or requests for additional information concerning this RFP shall be submitted in writing to Jennifer Rigsby, email: JRigsby@McMinnvilletn.gov and not to (other) selection review members or elected officials and shall be in written email format. The City reserves the right to request clarification of any information submitted by firms or individuals. The City Board, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. Violation of any of these requirements can be grounds for rejection of a proposal.
4. The City reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the City. Cost of the submittals is considered an operational cost of the Respondent and shall not be passed on to or borne by the City. All submittals shall become public records upon receipt by the City.
5. Submittals may be withdrawn prior to due date by written request dispatched by the Vendor and received by the Human Resources Administrator before the time for receiving Submittals has expired.
6. The City reserves the right to request clarification of information submitted and to request additional information of one or more Respondent after the deadline for receipt of Submittals.
7. Costs for preparation of a response to this request are solely those of the Vendor and the City assumes no responsibility for any such costs incurred by the Vendor. The City will not be liable for any costs incurred by the Vendor prior to execution of the contract by the parties.
8. Submittals shall be on letter sized paper and shall be printed with a minimum 12 point font.
9. Respondents are instructed NOT to fax or email their submittal. Faxed or emailed submittals shall be rejected as non-responsive.
10. The Respondent understands that this RFP does not constitute an agreement or contract with the Respondent. City contracts are awarded only when a fully executed written agreement has been returned to the Respondent by the City.