

# TOWN OF SCITUATE, RI

## PROPOSAL #SCIT043

### Request for Qualifications to Provide Grant Administration and Writing Services

#### I. GENERAL INFORMATION

##### A. Purpose

The consultant will be responsible for grant administration services, for Town of Scituate's infrastructure projects and priorities, to identify, research and track funding opportunities, relative to but not limited to Federal and State (RI DEM, EPA, USDA, RI Infrastructure Bank etc.), as well as resources from private foundations. The consultant should have skills and experience in successfully securing funding from the aforementioned sources and have experience in working with local, State and Federal officials, their agencies and departments. The consultant should have extensive experience and qualifications in grant management and Federal and State regulatory compliance.

##### B. Submission of Proposals

1. One Original and Two (2) copies of the project proposal must be submitted to the address located below on or before Monday, March 6, 2023 at 1:00 pm. The original proposal shall be clearly marked as **Town of Scituate, GRANT ADMINISTRATION, PROGRAM SERVICES, RI PROPOSAL # SCIT043**. Proposals submitted late will not be considered. Bid Proposals will be received at:  
Town of Scituate  
195 Danielson Pike  
N. Scituate, RI 02857  
  
until 1:00PM on March 6, 2023, then said bids will be publicly opened in the Town Council Chambers and read aloud.
2. Proposals shall be submitted to:  
Scituate Purchasing Agent, 195 Danielson Pike, N. Scituate, RI 02857
3. The envelope containing the Proposal must have "**GRANT ADMINISTRATION, PROGRAM SERVICES**" displayed on the outside of the envelope.
4. This package contains information on qualification requirements of the Consultant and information required to be included in the proposal. Questions regarding the proposal should be directed to Karen S. Beattie by email at [kbeattie@scituateri.org](mailto:kbeattie@scituateri.org) no later than February 27, 2023.

5. This Request for Proposals may be canceled at any time and any and all proposals may be rejected in whole or in part as the Town may determine that such actions are in Town of Scituate's best interest.
6. Proposals must include a cover letter, a description of the consulting firm's capabilities and services, a listed history of the firm's expertise as stated, with background and experience requirements, along with the resumes of qualified professionals who will be responsible for completing assigned tasks. This material should also be provided for key sub-consultants.

C. Addendum to the Request for Proposals

1. This Request for Proposals shall not be modified in any way except by a written Addendum. Any such written Addendum shall be prepared by Purchaser and shall be mailed, faxed or emailed to each Consultant recorded by Purchaser as receiving this Request for Proposals package. Any Consultant submitting a proposal must acknowledge the receipt of any and all written Addendums in the cover letter to the proposal.

D. Evaluation Criteria and Selection Process

1. Firms must meet the minimum qualifications and requirements set forth in Section II of this Request for Proposals. A very low rating in any of the categories will be sufficient cause for the rejection of incomplete materials.
2. Respondents will be evaluated on the basis of written material submitted and according to the following conditions.

**Required Qualifications of the Firm:**

The qualifications, experience and past performance of the respondent will be judged against the scope of services. The consultant should have ten (10) years or more experience with grant writing and administration services, list clients and funding secured from noted State or Federal agency and department. Consultant should list experience and outreach in working with RI municipalities, non-profit organizations, State and Federal Agencies.

**Proposed key staff qualifications and experience:**

The evaluation team will review the resumes of the respondent's proposed staff to determine the level and type of qualifications and experience as it relates to the scope of services. The same criteria will be applied to the personnel of proposed sub-contractors which the respondent intends to employ.

The information on staff qualifications should include education, training, technical and project experience, names and points of contact

of prior employers and dates of employment, relevant and related experience, job descriptions on current and prior projects and any applicable certifications. Resumes should include a list of knowledge, skills and abilities of the individual which qualify that individual for the assigned position that individual will hold. References are a plus.

List experience in working with Federal and State agencies and types of funding secured.

**Project methodology approach:**

Each proposal will be evaluated on the respondent's experience in representing Rhode Island municipalities in front of State and Federal agencies, boards and commissions. The respondent should submit a project strategic plan that supports the Town, community, its resources and its residents.

**Compensation:**

The Consultant shall supply fee structure for the aforementioned services. In the event two or more respondents receive equal points, an interview will be conducted with each firm. It is Town's discretion to interview any potential respondents to this RFP. The final selection will be based on the proposal considered most advantageous to the Town.

II. QUALIFICATIONS

- A. The Consultant shall be qualified and ten years or more experience, with grant writing and administration services. It is preferred that the Consultant have experience and knowledge of RI State Agencies and Federal Agencies and Departments. Specifically EPA projects, RI Infrastructure Bank etc.
- B. It is preferred that the consultant has comprehensive knowledge of the grant application process and grant management, administration and financial drawdown.

III. CONTRACT PROVISIONS

- A. The Consultant should be able to meet all of the Town's needs including, but not limited to, the following:
  - Work with the Town to establish priorities and projects in which to identify funding opportunities, and provide weekly status reports.
  - Meet with State and Federal Agencies and Departments to track and evaluate funding opportunities for Town of Scituate. Present an evaluation of grant opportunities, identify priorities and submit grant applications.
  - Work with Town of Scituate's staff to prepare timely grant applications.
  - Coordinate with the State and Federal Agency letters of advocacy and support to strengthen the Town's submittal.

- Comply with all grant program mandates and documentation requirements. Coordinate the financial draw down with the Finance Director.
- Other related duties as required.
- Monitor, analyze and advise the Town of state and federal funding sources on established priorities for Town of Scituate on and advocate for maximum funding awards before the said agencies and departments.

#### IV. REQUIREMENTS OF PROPOSAL

1. Cover Letter - Include the name of the contact person for the Consultant. Acknowledge receipt of any Addenda that may be issued by Purchaser.
2. History of the Firm - Provide a detailed history of the Consultant's firm, qualifications, and prior experience that relates to this project. State funds secured and from the source.
3. Staff Qualifications - Provide detailed biographical information on the key personnel who will provide project services, including education, training, and experience.
4. List grant writing administration experience, funding secured and the respective local, state or federal agency.
5. References -List the names, addresses, and phone number of at least five (5) references for whom the Project Manager's Team has provided similar services. Please provide a list of services that these references have utilized.