



Request for Proposals (RFP)

1718-02 - GRANT WRITING SERVICES

Jackson County Board of County Commissioners, hereinafter referred to as the County, is soliciting proposals to retain a Consultant(s) to assist the County 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 County 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 County. All interested parties must register by email to the RFP contact their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

Advertisement Date: November 18th and November 25th

Due Date: December 15th, 2017

Pre-proposal Meeting: n/a

Contact: Judy Austin, County Purchasing Agent
2864 Madison Street
Marianna, FL 32448
jaustin@jacksoncountyfl.com
(850) 482-9633

Submittals: Respondents shall submit their proposal to the County Purchasing Office at 2864 Madison Street, Marianna, FL 32448 in a **SEALED** envelope or container and marked clearly: "SEALED PROPOSAL FOR RFP 1718-02 - Grant Writing and Administrative Services", **no later than December 15th, 2017 at 2:00 p.m. CST**

Late proposals will be returned unopened. Proposals will be opened immediately following the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately

List of bidders and awards (if any) shall be announced at a meeting of the Jackson County Board of County Commissioners. Bid award will be made to the best bidder, but the right is reserved to reject any or all bids.

Clayton O. Rooks, III
CLERK OF CIRCUIT COURT

Board of County Commissioners
By: **Eric Hill**
BOARD CHAIRMAN

I. GENERAL SCOPE OF WORK:

The Jackson County BOCC recognizes that obtaining grant funding is a critical and important function to enable the County to leverage local public funds to help the County find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects. The Jackson County BOCC is seeking a Consultant(s) to assist the County in researching and identifying potential grant opportunities and to provide strategic grant writing and administration services (when deemed necessary) 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 facility and other public improvements, community planning, technical assistance and capital infrastructure projects.

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

Technical Assistance and Program Administration services (when deemed necessary) 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 County staff to review grant needs identified by County 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 County staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the County'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 County'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 County 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 Jackson County BOCC, 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 Jackson County BOCC Administration. 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 Jackson County BOCC 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 and/or loan programs.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in Florida writing and/or administering State and/or Federal grant and/or loan programs.
4. The Consultant must have a minimum of five (5) years of experience writing grant and/or loan 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 proposed project management team – **15 points**
4. Firm years of experience writing and managing grants and/or loans for local governments in Florida– **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 2012 or later) – **20 points**
6. Quality of local government reference letters provided – **15 points**

The highest ranked firm shall be determined by a tally of the total number of points given to each firm by each review selection committee member. If the County determines that multiple grant consultants is in the best interest of the County respondents will be ranked based upon their previous performance obtaining and administering specific grant programs for similarly situated local governments including but not limited to; USDA, DEO, US EPA, FDEP DHR and FHC, . The selection process shall be open to the public and records maintained in accordance with all grant requirements.

V. CONTRACT

It is the County's intent to enter into a three (3) year contract with the highest ranked Consultant(s) with an option to renew the Contract for two additional one (1) year terms for a total maximum contract period of five (5) years. Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number two ranked firm and so on. Procurement and contracting of all services shall conform to state, and federal regulation guidelines. The County reserves the right to enter into contracts with multiple respondents.

VI. 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 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 County 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 (5) copies to be submitted. Paper submittal shall be bound by bound or in a 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.
4. Other Required Documents:
 - Proposers Certification (Attachment A)
 - Public Entity Crimes Statement (Attachment B)
 - Drug Free Workplace Certification (Attachment C)
 - Insurance Proof
 - MBE/WBE/DBE Certification (if applicable)

VII. 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 Jackson County BOCC. The County is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Florida Sunshine Amendment and Code of Ethics, the County strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any County employee, including any member of the County Commission, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The County supports a drug-free work place. Evidence of a drug-free work place policy is required. The County does not allow for collusion among bidders, suppliers, subcontractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal 'that no collusion has taken place during the RFP process with any other RFP interested parties.' The County does not allow for lobbying of selection committee members or County Commission members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until the Commission hears the recommendation as to the top ranked firm(s) and contracts are executed.
2. The County requires general liability insurance as follows, and is required to be in place by the time of contract: 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 Judy Austin, Purchasing Agent at jaustin@jacksoncountyfl.com and not to (other) selection review members or elected officials and shall be in written email format. The County reserves the right to request clarification of any information submitted by firms or individuals. The County Commission, 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 County 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 County. Cost of the submittals is considered an operational cost of the Respondent and shall not be passed on to or borne by the County. All submittals shall become public records upon receipt by the County.
5. Submittals may be withdrawn prior to due date by written request dispatched by the Vendor and received by the County Purchasing Agent before the time for receiving Submittals has expired.
6. The County 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 County assumes no responsibility for any such costs incurred by the Vendor. The County 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. County contracts are awarded only when a fully executed written agreement has been returned to the Respondent by the County.

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

This SWORN statement is submitted with bid number:

1.

By: _____
(PRINT INDIVIDUALS NAME AND TITLE)

For: _____
(PRINT NAME OF ENTITY SUBMITTING SWORN STATEMENT)

whose business address

is _____
CITY STATE ZIP VOICE PHONE

and (if applicable) its Federal Employee Identification Number (FEIN) is: _____

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency of political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand “convicted” or “conviction” as defined in Paragraph 287.133 (a)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
 - A. A predecessor or a successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who had been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that no one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the proceeding 36 months shall be considered an affiliate.

I UNDERSTAND THAT A “PERSON” AS DEFINED IN Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

1. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this SWORN statement.

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES - CONTINUED**

[INDICATE WHICH STATEMENT APPLIES]

_____ Neither the entity submitting this SWORN statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or as a affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989. **HOWEVER**, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this SWORN statement on the convicted vendor list (**ATTACH A COPY OF THE FINAL ORDER**).

STATEMENT OF UNDERSTANDING

I understand that the submission of this form to the contracting officer for the Public Entity Identification in Paragraph one (1) above is for that Public Entity Only and, that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two (2) of any change in the information contained in this form.

AUTHORIZED SIGNATURE

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____ OR Produced identification _____
SHOW TYPE OF IDENTIFICATION PROVIDED

Notary Public-State of _____ My commission expires _____

(PRINTED / TYPED/ OR STAMPED COMMISSIONED NAME OF NOTARY PUBLIC)

DRUG FREE WORK PLACE CERTIFICATE

"I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that

NAME OF FIRM

- Publishes a written statement notifying that the unlawful manufacturer, distribution, dispensing possession, or use of a controlled substance is prohibited in the workplace given above, and specifying actions that will be taken against violations of such prohibition;
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- Gives each employee, engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written [*] statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

Authorized Signature

Date Signed

Sworn to and subscribed before me this _____ day of _____, 20____

Personally known _____ or produced Identification: _____
[Type of Identification]

Signature of Notary Public _____

State of _____

My Commission Expires _____