

**TOWN OF MORRISTOWN
COUNTY OF MORRIS
STATE OF NEW JERSEY**

REQUEST FOR PROPOSALS

GRANTS CONSULTING SERVICES

Sealed proposals should be received by the Business Administrator of the Town of Morristown, in the Town Offices located at 200 South Street, 4th Floor, Morristown, New Jersey 07963-0914, by no later than 4:00 p.m. on December 4, 2019 for the following:

Requests for Proposals from vendors interested in providing Grants Consulting Services for the Town of Morristown over a 12-month period.

Successful applicants will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration) N.J.S.A. 19:44A-20.5 (Business Entity Disclosure) and Local Pay to Play Ordinance O-2-87.

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Town of Morristown to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested. The requisite Disclosure Forms are attached hereto.

TOWN OF MORRISTOWN
REQUEST FOR PROPOSALS
GRANTS CONSULTING SERVICES

PURPOSE OF REQUEST

The Town of Morristown (the “Town”) is seeking Requests for Proposals (RFP) for Grants Consulting Services for the Town of Morristown - to assist in grants management and to help acquire grant-based funding from governmental agencies and private philanthropies. Scope of grants include:

- Upgrades and repairs to civil and environmental infrastructure
- Acquisition, improvement and programming of public open space
- Development, acquisition and management of affordable housing
- Sustainability and environmental management
- Community and educational facilities
- Transit District improvements and street scape beautification
- Economic and community development
- Business attraction and entrepreneurship support
- Public Art and arts-based programs
- Comprehensive and project-based planning
- Repair and preservation of publicly-owned historic properties
- Upgrades to transportation network, including bikeway improvements

Services will include all aspects of grant opportunity identification, drafting of grant applications in coordination with municipal staff as well as ongoing management of ongoing reporting requirements.

TIME SCHEDULE

The Town will follow the following timetable, which should result in a selection of a firm by January 14, 2020.

Date of Issuance	November 6, 2019
Submittal Deadline	December 4, 2019
Town Review and Recommendation	December 30, 2019
Town Council Consideration and Potential Approval	January 14, 2020

SCOPE OF SERVICES

The following is a description of the professional service needed, including, *where appropriate*, a description of tasks involved:

The scope of services set forth in this Request for Proposals represents an outline of the services which the Town anticipates the successful Proposer to perform, and is presented for the primary purpose of allowing the Town to compare qualifications. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the Town and the successful Proposer.

1. Research and identify potential funding sources, public grants, private foundation grants and possible local and corporate sponsorships. Research shall include a presentation of all grant requirements and criteria; matching fund requirements; reporting requirements and terms and conditions of potential grant opportunities.
2. Track county, state and federal funding opportunities pertinent to the Town's objectives.
3. Conduct and facilitate an annual onsite needs assessment and review and develop a plan(s) to identify funding sources for Town's objectives for the year. Coordinate with all Town departments to determine if current or planned activities may be eligible for grants.
4. Attendance at all meetings deemed necessary by the Town.
5. Conduct and facilitate responses to all grant proposals, on behalf of various Town departments, including narratives and other writing services, statistical gathering, letters of support, budgets and final submissions.
6. Prepare written summaries of all grant reporting requirements, criteria, obligations, matching fund requirements, terms and conditions, deadlines and evaluation criteria prior to submission.
7. Advise Town, based on the grant management requirement of each proposal, whether the grant amount is equitable to the require grant management.
8. Oversight of any administrative services necessary to meet grant requirements, including but not limited to ongoing reporting requirements and associated coordination with municipal staff.
9. Preparations and review of grant reports and applications as requested by Town.
10. Coordination with municipal staff to obtain relevant technical details and information required to accurately and effectively generate subject-specific grant content.
11. Prepare and electronically submit monthly status tracking reports.

Standard Requirements of Technical Proposal

Proposers should submit a technical proposal which contains the following:

1. Proposer must have a minimum of five (5) years of experience in grant writing services for governmental entities.
2. Proposal (Initial proposal should be submitted in the form of two (2) hard copies only).
 - a. Statement of Interest.
 - b. Company information, including general information, size, number of employees, and years in business, full name of individual of entity or person submitting the proposal and the name of the

key contact person.

- c. At least three (3) references, including contact names and information.
- d. For each person to be assigned to work with the Town, a description of qualifications, including education, licensure (if any) and years of professional experience.
- e. A listing of all previous Public Sector entity clients including dates of service.
- f. List of previously submitted grants and grant programs with which the Proposer has experience including success rates.
- g. Proposed cost of the service(s) or activities, including the Hourly Rates of individuals who will perform the services or activities.
- h. The proposer shall provide documentation of insurance for professional liability coverage with limits as to liability acceptable to the Town.
- i. A copy of your New Jersey Business Registration Certificate.
- j. A completed Business Entity Disclosure Form (See APPENDIX A), Political Contribution Disclosure Form (See APPENDIX B) & a Stockholder Disclosure Certification (See APPENDIX C).
- k. A copy of Proposed Form of Contract.
- l. An executed Americans with Disabilities Act of 1990 Acknowledgement Form (See APPENDIX D).

Evaluation

The Town’s objective in soliciting this RFP is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Morristown. The Town will consider proposals only from firms or organizations that, in the Town’s judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFQ.

The Town may establish an evaluation committee to evaluate and score the proposals submitted by the vendors.

Proposals will be evaluated by the Town on-the-basis of the most advantageous, all relevant factors considered. The evaluation will consider the following selection criteria:

<i>Factor</i>	<i>Weight Given</i>
1. <i>Responsiveness:</i> The Town will consider the materials submitted by the proposer to determine whether the proposer is in compliance with the RFP.	30%

2. <i>Price:</i>	30%
3. <i>Responsibility & Experience:</i> The Town will consider the materials submitted and other evidence it may obtain to determine the companies ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	40%
Total Criteria Weight:	100%

Each proposal will be independently evaluated on factors 1 through 3.

Terms and Conditions

1. The Town reserves the right to reject any and all proposals and to waive minor irregularities proposal.
2. The Town reserves the right to request clarification of information submitted and to request additional information from any proposer.
3. The Town reserves the right to award any contract to the next most qualified vendor if the vendor does not execute a contract with thirty (30) days after the award of the proposal.
4. Any proposal may be withdrawn up until the submitted date and time.
5. The Town reserves the right to reject any proposal agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the Municipal Attorney.
6. The Town shall not be responsible for any costs incurred by the vendor in preparing, submitting or presenting its response to the RFP.

Termination of Contract

If, through any cause, the awarded proposer shall fail to fulfill in a timely and proper manner obligations under the Contractor or if the awarded proposer violates any requirements of the Contract, the Town shall thereupon have the right to terminate the Contract by giving written notice to the awarded proposer of such termination at least thirty (30) days prior to the proposed effective date of termination. Such termination shall relieve the Town of any obligation for the balances to the awarded proposer of any sum or sums set forth in the Contract.

The awarded proposer agrees to indemnify and hold the Town harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision.

Ownership of Material

The Town shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Town to the selected Proposer for the purpose of assisting the selected Proposer in the

performance of the contract. All such items shall be returned immediately to the Town at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the Town, be disclosed to others or used by the selected Proposer or permitted by the selected Proposer to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the Town pursuant to the contract shall belong exclusively to the Town. All data, report, computerized information, programs and materials related to this project shall be delivered to and become the property of the Town upon completion of the project. The selected Proposer shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Town. All information supplied to the Town may be required to be supplied on CD-ROM media compatible with the Town's computer operating system.

Payment Terms

Payment by the Town will be made a monthly basis after services have been performed and an itemized billing statement has been received. A signed voucher will be submitted in the form specified by the Town and approved by the appropriate Town representative for signature by the vendor.

Interested applicants should submit qualifications **no later than 4:00pm on December 4, 2019** to:

Ms. Jillian Barrick, Business Administrator
Town of Morristown
200 South St. PO Box 914
2nd Floor, Office of Mayor/Administration
Morristown, NJ 07963-0914

APPENDIX A
BUSINESS ENTITY DISCLOSURE CERTIFICATION
PURSUANT TO CHAPTER 2, SECTION 2-87, PUBLIC CONTRACTING REFORM
ORDINANCE, OF THE CODE OF TOWN OF MORRISTOWN, NEW JERSEY
T O W N O F M O R R I S T O W N

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make any contributions pursuant to Chapter 2, Section 2-87, Public Contracting Reform Ordinance, of the Code of the Town of Morristown, that would bar the award of this contract in the one year period preceding _____ (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Town of Morristown as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Mayor Timothy Dougherty	Councilperson Michael Elms
Councilperson Toshiba Foster	Councilperson Robert Iannacone
Councilperson Stefan Armington	Councilperson David Silva
Councilperson Tawanna Cotten	Councilperson Allison Deeb
Morristown Democratic Organization	Morristown Republican Organization
Morris County Party Committee	Any other Committee referred to in the Ordinance

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law. Name of Business Entity:

Signed: _____ Title: _____
Print Name: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2_____. My Commission expires: _____	_____ (Affiant) _____ (Print name & title of affiant) (Corporate Seal)
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BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWN OF MORRISTOWN

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**APPENDIX B**  
**C. 271 POLITICAL CONTRIBUTION**  
**Public Agency Instructions**

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfns/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfns/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

*C. 271 POLITICAL CONTRIBUTION  
DISCLOSURE FORM*

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General





**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders  
{County Executive}

County Clerk  
Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

|                                |                                 |
|--------------------------------|---------------------------------|
| Mayor Timothy Dougherty        | Councilperson Michael Elms      |
| Councilperson Toshiba Foster   | Councilperson Raline Smith-Reid |
| Councilperson Stefan Armington | Councilperson David Silva       |
| Councilperson Rebecca Feldman  | Councilperson Allison Deeb      |

**USERS SHOULD CREATE THEIR OWN FORM, OR  
DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P)  
A COUNTY-BASED, CUSTOMIZABLE FORM.**

**APPENDIX C  
STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- |                                                   |                                                        |                                                        |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Limited Partnership      | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation |                                                        |                                                        |

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

|                                                              |                                         |
|--------------------------------------------------------------|-----------------------------------------|
| Name:                                                        | Name:                                   |
| Home Address:                                                | Home Address:                           |
|                                                              |                                         |
| Name:                                                        | Name:                                   |
| Home Address:                                                | Home Address:                           |
|                                                              |                                         |
| Name:                                                        | Name:                                   |
| Home Address:                                                | Home Address:                           |
|                                                              |                                         |
| Suscribed and sworn before me this ____ day of _____, 2____. | _____ (Affiant)                         |
| (Notary Public)                                              | _____ (Print Name and Title of Affiant) |
| My Commission expires:                                       | _____ (Corporate Seal)                  |

**APPENDIX D**

**AMERICANS WITH DISABILITIES ACT OF 1990  
ACKNOWLEDGEMENT FORM**

This form is an agreement of the successful Vendor's obligation to comply with the requirements of 42 U.S.C. §121.01 et seq., referred to as the Americans Disability Act of 1990.

The undersigned Vendor hereby acknowledges receipt of the Americans with Disabilities Act of 1990 found at Appendix B of this packet.

The undersigned Vendor hereby certifies that he/she is aware of the commitment to comply with the requirements of 42 U.S.C. §121.01 et seq. and agrees to furnish any required forms as evidence of compliance.

The undersigned Vendor further certifies that he/she understands that his/her proposal shall be rejected as non-responsive and any contract entered into shall be void and of no effect if said Vendor fails to comply with the requirements of 42 U.S.C. §121.01 et seq.

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_