

**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, 2nd Floor, Morristown, New Jersey 07963-0914, by no later than 4:00 p.m. on December 7, 2023 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).

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.

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 10, 2023.

Date of Issuance	November 9, 2023
Submittal Deadline	December 7, 2023
Town Review and Recommendation	December 28, 2023
Town Council Consideration and Potential Approval	January 9, 2024

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 copy of Proposed Form of Contract.
- k. An executed Americans with Disabilities Act of 1990 Acknowledgement Form (See APPENDIX A).

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	40%

and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.

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 Contract 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 on 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 7, 2023** to:

Ms. Jillian Barrick, Business Administrator
Town of Morristown
200 South St. PO Box 914
2nd Floor, Office of Mayor/Administration
Morristown, NJ 07963-091

APPENDIX A

**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: _____