

REQUEST FOR PROPOSALS
GRANT WRITING SERVICES
CITY OF POWDER SPRINGS, GEORGIA
RFP # 21-006

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from experienced and qualified companies/ firms for the purpose of establishing a fixed price contract for grant writing services required during the 2021-22 fiscal year.

Sealed proposals shall be received by no later than **12:00 noon EST on Thursday, June 24, 2021**, at the City of Powder Springs, 4484 Marietta Street, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EST on Tuesday, June 15, 2021**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an original and four (4) copies of the proposal.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

C. SCOPE OF SERVICES

The consultant will provide services for the purpose of obtaining grant funding that will address the City's immediate and future needs. The Scope of Services will include:

1. Researching, analyzing, and identifying potential grant opportunities.
2. Developing high quality grant proposals for submission.
3. Collaborating with city officials to collect required documentation and ensuring that information is factual in grant proposals.
4. Attending meetings with and communicating with city officials to ensure timely submission of grant proposals.
5. Communicating with funding entity to ensure proper understanding of the application process and procedures.

D. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Introductory Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts. The cover letter shall include the name, address, email address, and phone number of contact person.

2. Company Background

Provide information on company background to include the following:

- a. Firm local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of firm (number of employees)
- e. Provide resumes of key personnel assigned to this account including the designation of the person who will have the primary responsibility in providing services to the city. Provide the office location for each staff member. Resumes shall include training, education, degrees, and relevant professional certifications and licenses.

3. Relevant Experience

- a. Provide information on specific knowledge and experience relevant to providing governmental grant writing services that demonstrates the firm's capability and experience.
- b. Provide a minimum of three (3) public sector references where your firm has provided grant writing services. Include client name, location, contact person, phone number, and e-mail address.

4. Total Cost

Provide a fixed rate cost per grant proposal as listed on the attached Pricing Form. Related costs including travel expenses and reproduction costs shall be included in the fixed rate. **Enclose completed price form in a separate sealed envelope.** The exact number of grant proposals to be developed and submitted during the contract term is uncertain at this time.

E. EVALUATION/AWARD CRITERIA

Proposals will be evaluated based on the following factors by an evaluation team consisting of City management personnel. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the City.

- 1. Relevant Experience
- 2. Company Background
- 3. Total Cost
- 4. Reference Responses

F. CONTRACT TERM

The agreement will be for the period July 1, 2021, through June 30, 2022. The City of Powder Springs, at its discretion, may extend the agreement for two additional periods of one year each if agreeable to both parties.

PRICE FORM

**Grant Writing Services
City of Powder Springs, Georgia**

<u>DESCRIPTION</u>	<u>TOTAL COST</u>
Flat Fee per Grant Proposal 1 – 10 Proposals	\$ _____
Optional – Monthly Rate for 10 Proposals	\$ _____
Flat Fee per Grant Proposal 11 – 20 Proposals	\$ _____
Optional – Monthly Rate for 16 Proposals	\$ _____
Optional – Monthly Rate for 20 Proposals	\$ _____
Optional Flat Hourly Rate	\$ _____

Proposer Name _____

City of Powder Springs, Georgia

CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned CONSULTANT verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603) ; in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

The undersigned further agrees that, should it employ or contract with any Sub CONSULTANT(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, CONSULTANT will secure from such CONSULTANT(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub CONSULTANT Affidavit provided in Rule 300-10-01-08 or a substantially similar form. CONSULTANT further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the Sub CONSULTANT(s) is retained to provide the service.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

Subscribed and sworn before me on this, the

_____ day of _____, 20

Notary Public: _____ My commission expires:

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

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EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub Consultant

Date

Title of Authorized Office or Agent of Sub Consultant

Subscribed and sworn before me on this, the
_____ day of _____, 2020

Notary Public: _____

My commission expires: _____