

## City of Blythe

### Request for Proposal Grant Writing Consultant

The City of Blythe (“City”) is seeking proposals from qualified firms for Grant Writing Consultant(s). Interested Firms should submit five originals and one copy of their proposal response documentation in an envelope marked as follows:

#### Grant Writer Request for Proposal

Please submit sealed proposals to:

Mallory Crecelius, City Clerk, City of Blythe, 235 N. Broadway, Blythe CA, 92225. Please acknowledge on the package that a proposal for Grant Writing Consultant is enclosed.

Formal proposals must be **received** by **Friday, December 9th, 2016 at 2:00 PM**. Any proposals received after the date and time listed above will be returned and will not be considered.

Copies of the Request for Proposal are available electronically at [www.cityofblythe.ca.gov](http://www.cityofblythe.ca.gov). Proposals will be public information after bids are opened. Please direct all inquiries to Mallory Crecelius at 760-922-6161ext 1237 or [msutterfield@cityofblythe.ca.gov](mailto:msutterfield@cityofblythe.ca.gov).

Posted by: Mallory Crecelius, City Clerk  
Posted on: November 17, 2016

## **Section 1 Project Summary**

1. **Request for Proposal Summary** The City of Blythe is seeking proposals from qualified firms for Grant Writing Consultant(s) in accordance with the Scope of Work Specified in this Request for Proposal (RFP).
2. **Entity Submitting RFP.** The terms “vendor”, “Proposer”, “Offer”, “firm”, “consultant”, “Company” or “Contractor” used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.
3. **Description of the City of Blythe, California** The City of Blythe, located along the Colorado River on the Arizona/California border is a small agricultural town in eastern Riverside County. The City incorporated in 1916 and is full service with Police Fire, Recreation, Water and Sewer operations. The City has a population of 13,000 residents. There are two State prisons in the City limits which encompass 26.4 square miles. The City has an annual capital and operating budget of \$23.4 million. The City has struggled for a number of years while working its way out of a general fund deficit. Due to this maintenance has been deferred. The City has made great strides in improving its financial situation, but needs additional funding to implement much needed programs and services for residents.

## **Section 2 Scope of Work**

The Blythe City Council seeks to identify firm(s) to provide grant writing and proposal/application support to the City. The City of Blythe invites firms with substantive experience writing, submitting and securing grants for Municipal Governments. Successful applicants will have experience in one or more of the following areas:

1. Federal
2. State
3. Private Foundations
4. Local

### **Selection of Firm**

Presentations will be scheduled with each of the firms submitting proposals. The presentation will be no more than one (1) hour in length and should include a summary of the firm’s experience, cost of service and type of grant opportunities available to the City of Blythe. A date for this presentation will be set after proposals are received on December 9, 2016. From this presentation, Council will select the firm or firms that best fit the needs of the City of Blythe for grant writing services.

### **Proposal Should Include**

1. Contact information: Applicant name and contact information (email, phone(s), mailing address), etc.
2. Experience: Summary of experience submitting and securing grants for other cities and governmental agencies. Description should include your knowledge of the regulations associated with appropriate funding sources for municipal governments. Also describe in detail what your services include. Please attach the most current resumes of the principal grant writers in your organization.
3. Cost: Description of pricing structure.
4. References: Provide the name, title and contact information for three professional references familiar with your grant writing services and a list of current clients.

### **Section 3 Submission Requirements**

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with **Grant Writer Request for Proposal**. It is the responsibility of the firm to ensure that proposals are received in the Office of the City Clerk by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of their proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile, electronic mail (email) or telegraph.

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm's proposal should be organized in sections as outlined below:

#### **1. Cover Letter**

The cover letter must contain the following statements and information:

1. Company name, address, telephone number(s), and website.
2. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
3. Federal and State taxpayer identification numbers of the firm.
4. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
5. The letter must be signed by a corporate officer or person authorized to bind the vendor to the proposal and cost schedule.
6. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the City.

## **2. Response to Scope of Work**

Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in the Scope of Work section.

## **3. Qualifications**

The proposal verbiage must describe the firm's qualifications to provide the requested products and/or services.

## **4. References.** Proposals should include a list of three references.

## **5. Proposal Form**

All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the City.

## **6. Proposal Copies**

The firm must submit **Five (5)** original copies of the proposal as well as one additional copy that is unbound and in a suitable format to allow photocopying.

## **7. Proposed Cost Structure**

A detailed cost proposal must be provided and placed in a separate, sealed envelope, marked "Cost Proposal".

## **Section 4 Selection and Contract Award**

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the City and will be based on the proposal that the City deems to be the most responsive and responsible and serves the best interests of the City. It is the intent of the City to negotiate and enter into a contract with a firm to provide grant writing services.

All firms submitting proposals will be required to make an on-site oral and visual presentation or demonstration. The City will schedule the time and location for this presentation. Costs and equipment for such presentation are the responsibility of the proposer. Best and Final offers may be solicited from the

pool of finalists prior to selection of the successful firm.

Proposals will be reviewed by staff and the City Council and will be evaluated based on the following criteria:

**Evaluation Criteria (100 points total)**

40 points - Knowledge of grant opportunities, funding sources and associated regulations for government entities

30 points - Successful track record of acquiring grant funding for municipal governments

30 points - Competitiveness of proposed cost approach and pricing

**Miscellaneous**

The City of Blythe reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City of Blythe's sole judgment, best meet the requirements of the program.

The RFP creates no obligation on the part of the City to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The City reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions. The City further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as the City may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why the City of Blythe should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email), and this information provided will be made available to all vendors at the discretion of the City.

**Section 5**  
**Proposal Form**

Proposal of \_\_\_\_\_,

a corporation organized and existing under the laws of the State of \_\_\_\_\_; a

partnership consisting of \_\_\_\_\_;

an individual trading as \_\_\_\_\_.

Request for Proposal: \_\_\_\_\_  
[provide title or brief description]

To: City of Blythe (“City”)

1. In compliance with your Request for Proposal, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

2. The undersigned Proposer hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date
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3. The undersigned Proposer understands that the City reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the City in its sole discretion, in any Proposal in the interest of the College.

4. The undersigned Proposer hereby certifies and affirms that this Proposal is genuine, nor made in the interest or on behalf of any person not herein named.

5. The undersigned certifies that to the best of his/her knowledge: **(check only one)**

( ) There is no officer or employee of the City of Blythe who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.

( ) The names of any and all public officers or employees of The City of Blythe who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this Proposal.

6. The certifications in paragraphs 4, and 5 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the City, the College may terminate the contract resulting from this solicitation for default.

Name of Firm

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Signature

Print Name

Title

Complete Business Address

Email Address

