



# Department of Purchasing

## Donald R. Riley, CPPB, Procurement Specialist

<b>REQUEST FOR QUOTE NUMBER:</b>		<b>18RFQ082218-DRR</b>
<b>WILL BE RECEIVED UNTIL</b>	<b>September 5, 2018</b>	<b>3:00PM EST</b>
<b>DESCRIPTION:</b> Grant Writer for the City of Stockbridge		
<b>Return to:</b>	Donald R. Riley, CPPB – Purchasing Specialist City of Stockbridge – Finance Department – Purchasing Division 4640 North Henry Boulevard Stockbridge, Georgia 30281	
<b>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. RESPONDENTS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE.</b>		
<b>LAST DAY FOR QUESTIONS AUGUST 24, 2018 @ 3:00 P.M. EST</b>		
<b>CONTACT NAME:</b> Donald R. Riley, CPPB	<b>E-Mail Address :</b> DRiley@cityofstockbridge-ga.gov	<b>Telephone Number:</b> (770) 389-7912 (FAX ONLY)
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by the City of Stockbridge to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DESTINATION” unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.		
<b>Company Name:</b>		
<b>Company Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-Mail Address:</b>
Responses must be delivered/emailed to the purchasing office before the date & time indicated on this quote.		
<b>Person submitting Quote: (Please Print)</b>		<b>Date:</b>
<b>Title:</b>		
<b>*Signature of Person submitting Quote:</b>		
*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.		

**NO BID:**

**REASON:** \_\_\_\_\_

**REQUEST FOR QUOTE (RFQ) SPECIFICATIONS  
GRANT WRITER FOR THE CITY OF STOCKBRIDGE  
CITY MANAGER'S OFFICE**

**1. DESCRIPTION**

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Consultants to provide all necessary equipment, labor, material and apparatuses to perform grant writing services for the City of Stockbridge. The City of Stockbridge seeks a Grant Writer with a proven track record for writing, submitting and securing grants of \$100,000 USD and above, ideally for non-profits, federal, local, and municipal government. The successful Consultants must have over five (5) years of submission experience and knowledge of working with local governments that obtained corporate and/or private foundation grants within the continental United States of America.

**2. CONTACT PERSON**

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at [DRiley@cityofstockbridge-ga.gov](mailto:DRiley@cityofstockbridge-ga.gov) or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

**PRE-BID CONFERENCE (N/A)**

**3. TERM OF AGREEMENT**

This procurement is for One (1) year after the issuance of Notice To Proceed (NTP).

**4. PRODUCT/SERVICE SPECIFICATIONS**

**4.1. SCOPE OF SERVICES**

- 4.1.1. Consultant agrees to provide the following services for the City of Stockbridge: a grant writer and development consultant to explore and write requests for the funding opportunities, local and federal, for the City of Stockbridge. The Consultant will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to third party entities. The Consultant is also responsible for collecting, analyzing, and reporting data on performance of programs activities that are funded by third party public and private sources. will be responsible for identifying grant opportunities, managing the grant development and proposal process, and collaborating with City of Stockbridge's

- customers. Consultant must possess excellent verbal and written communication skills, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously;
- 4.1.2. Research grant prospects and advise client on which ones to approach and how;
  - 4.1.3. Work with staff to interpret guidelines, and gather material and information necessary for a strong proposal;
  - 4.1.4. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission;
  - 4.1.5. Attend meetings necessary to accomplish the required work. Research and identify grant opportunities based on funding amount needed, location, and organization project;
  - 4.1.6. Track and create a calendar of grant opportunities – including deadline dates, required materials, etc.;
  - 4.1.7. Complete and submit grant applications to secure funding;
  - 4.1.8. Successfully understand and communicate mission and vision of company applying for the grant;
  - 4.1.9. Maintain chart of grant applications: including grants applied to, status of application, grant deadline;
  - 4.1.10. Communicate with foundations, if needed, to confirm an organization is applicable to apply for funding;
  - 4.1.11. Identify all requirements of grant to ensure all necessary attachments are submitted on time. Prioritize grants to apply for (based on size of grant and time funding is released);
  - 4.1.12. Create and update grant FAQ document to provide organizations applying for their own grants. Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
  - 4.1.13. Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
  - 4.1.14. Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
  - 4.1.15. Ensuring prompt acknowledgement of foundation gifts;
  - 4.1.16. Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
  - 4.1.17. Conducting prospect research;
  - 4.1.18. Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals';
  - 4.1.19. Providing writing support for major donor and individual contribution letters and acknowledgements;
  - 4.1.20. A kick-off meeting with the City of Stockbridge project team to align on scope, priorities, workplan and deliverables;
  - 4.1.21. Desk review of relevant organizational documents including fundraising plan, prospect lists and strategic plan;

- 4.1.22. Develop, prepare and submit five (5) grant proposals, for a minimum of \$100,000 USD each;
- 4.1.23. Assist with setup of record-keeping and reporting schedule; and
- 4.1.24. Providing ongoing consulting/coaching during the implementation stage.

## **4.2. QUALIFICATIONS**

- 4.2.1. Bachelor's Degree required or five (5) years of experience in obtaining grants for governmental entities;
- 4.2.2. Demonstrated experience in obtaining grants from non-profits, charities, and other philanthropic organizations;
- 4.2.3. Excellent verbal and written communication skills required;
- 4.2.4. Ability to manage rejection and overcome common proposal objections;
- 4.2.5. Strong interpersonal and presentation skills required;
- 4.2.6. Experience with sourcing opportunities, cold-calling, contact development, and business relationship management;
- 4.2.7. Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks;
- 4.2.8. Excellent computer skills including Microsoft Office, email marketing, and Customer Relationship Management (CRM) tools;
- 4.2.9. The Consultant must be able to craft funding proposals in a clear and compelling manner;
- 4.2.10. Excellent writing, analytical, and research skills are essential.
- 4.2.11. The Consultant must be self-motivated, detail-oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information;
- 4.2.12. A high level of computer literacy required, including familiarity with Federal, Local and Foundation Center databases for researching opportunities;
- 4.2.13. The Consultant must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form; and
- 4.2.14. A solid understanding of budgets as they relate to proposals and grants, and five (5) years of relevant experience are required.

## **4.3. SUBMISSION REQUIREMENTS**

- 4.3.1. All Proposals should be submitted electronically in PDF or Word;
- 4.3.2. Proposals have a twenty (20) page maximum (front and back). For ease of reading use one and half (1.5) spacing and twelve (12) point font size;

- 4.3.3. Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal. All proposals must include:
- 4.3.3.1. A cover letter;
  - 4.3.3.2. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project. Describe in detail your experience writing and submitting government, corporate, private foundation grants. Clear demonstration that the consultant has familiarity/ knowledge of municipalities and local governmental entities;
  - 4.3.3.3. A narrative that addresses how the Scope of Services, as outlined above, will be accomplished, including a timeline with benchmarks and the estimated number of hours required to accomplish the plan;
  - 4.3.3.4. An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed five (5) pages and should not contain any confidential or proprietary information;
  - 4.3.3.5. A clearly defined project budget. Hourly or per project fees can be included, but please note that the consultant will be compensated on a per grant written/submitted basis; and
  - 4.3.3.6. Five (5) references from clients for whom the consultant has performed similar scope of services like the City of Stockbridge has requested.

#### **4.4. EVALUATION CRITERIA**

- 4.4.1. All accepted proposals will be reviewed by the Selection Committee and will be evaluated and scored using the following criteria:
- 4.4.2. Knowledge of grant opportunities, funding sources and associated regulations for government, corporate and private foundation grants within the United States of America, primarily in the education, innovation and/or youth empowerment space (35 points)
- 4.4.3. Successful track record of acquiring grant funding for organizations of a similar size and mission. (35 points)
- 4.4.4. Quality of writing sample (15 points)
- 4.4.5. Cost (15 points)

**5. COST SHEETS/COMPENSATION**

Consultant will keep careful track of hours spent on City of Stockbridge business and submit an itemized invoice on a monthly basis. Billable hours will include all activities mentioned in Scope of Services, as well as proposal preparation and editing, telephone consultations, and travel time to meetings and to deliver proposal or materials if necessary. (Travel time will be billed only if outside Metro Area of Atlanta, and will be charged at 50% of the usual rate.) Time will be rounded to the nearest quarter hour. Amount due shall be paid to Consultant within thirty (30) days of receipt of invoice.

<b>LINE</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>TOTAL PRICE</b>
<b>1</b>	Grant Writing Services	Flat Fee Pricing	\$ _____
<b>2</b>	Grant Writing Services	Hourly Pricing	\$ _____

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

**INSURANCE & RISK MANAGEMENT PROVISIONS**

- 6.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 6.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 6.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 6.1.4. A letter from an insurance company stating that upon your firm/company being the successful bidder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 6.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 6.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.
- 6.1.7. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appear on the Certificate of Insurance.
- 6.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department  
Attn: Purchasing Specialist  
4640 North Henry Boulevard  
Stockbridge, GA 30281

**6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)**

EMPLOYER’S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

**6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000

\*\*To include Designated Per Project/Location Endorsement #CG2503/CG2504\*\*

Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

**6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

<b>Combined Single Limits</b>	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			

- 6.5. **UMBRELLA LIABILITY**  
 (In excess of above noted coverage's)      Each Occurrence      -      \$2,000,000
  
- 6.6. **FIDELITY BOND and CRIME**  
 (Employee Dishonesty)      Each Occurrence      -      \$ 100,000

**Insurance in no way Limits the Liability of the Respondent.**

**INDEMNIFICATION AND HOLD HARMLESS**

**AGREEMENT**

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

**THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.**

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**7. STATE OF GEORGIA**

**CITY OF STOCKBRIDGE**

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_, 2018 in Stockbridge, Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent  
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY of \_\_\_\_\_,  
2018.

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
NOTARY PUBLIC

**REFERENCE AND RELEASE FORM**

List at least five (5) references for the Consultant and each proposed Sub-Consultants using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Consultant's experience and ability to perform the type of services listed in the RFQ.

CONSULTANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

---

CONSULTANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

---

CONSULTANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

---

CONSULTANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

---

CONSULTANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

---