

**REQUEST FOR PROPOSALS  
GRANT WRITER  
TOWN OF ASHFORD  
WEST VALLEY, NY 14171**

**INTRODUCTION**

The Town of Ashford (“Town”) invites qualified candidates to submit proposals for grant writing services. The Town is seeking to contract with an individual or firm that specializes in the management of the entire grant process, enabling the Town to maximize the potential financial benefits achieved through the award of various grants. The Town intends to secure a contract for a five (5) year period with a per year payment not to exceed \$20,000, with the right to renew each year.

**BACKGROUND**

It is the intention of the Town to apply for grants which address documented needs associated with service delivery, capital infrastructure improvements, business, and tourism attraction. In addition, it is the intent of the Town to apply for grants which not only are consistent with these identified needs, but that can be properly and efficiently administered by existing staff, given their current duties and responsibilities. The goal of this grant program is to secure funding for services and projects through these grants, thus minimizing (where possible) and leveraging the local tax dollars to the maximum extent possible.

**SUBMITTAL OF PROPOSAL**

RFP’s shall be submitted in sealed envelopes as referenced on the attached solicitation. One (1) signed original marked “**ORIGINAL**”, five (5) complete sets marked “**COPY 1, COPY 2, etc.**” and (1) **DVD or USB** of the response is to be submitted complete with all supporting documentation. RFP’s submitted by facsimile (fax) or electronically **WILL NOT** be accepted. Submittal of a response to this Request for Proposals (RFP) constitutes an offer by the respondent. Once submitted, RFP’s become the property of the Town and as such the Town reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the successful respondent. RFP’s which do not comply with these requirements may be rejected at the option of the Town. RFP’s must be filed with the Town before the deadline day and hour. No late RFP’s will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying your Proposal. Proposals must be received by the Town of Ashford by 2:00 PM on February 8th, 2021. Late proposals will not be considered. The Town highly encourages *early* submission of proposals.

**Submittal Address:**

Town Clerk Patricia Dashnaw  
PO BOX 306  
West Valley, NY 14171

**PREPARATION OF PROPOSAL**

Responses MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your submittal. Person signing the response must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the submittal. A corporation shall execute the submittal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent/Bidder shall give full names and business addresses of all partners. All partners shall execute the submittal. Partnership and Individual Respondent/Bidder shall state in the submittal the names and addresses of all persons with a vested interest therein. The place of residence of each respondent/ bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature. Any costs associated with assembling this submittal will be at the sole expense of the respondent.

**INTERPRETATIONS**

Any questions concerning the requirements or scope of work with regards to this solicitation for Requests for Proposals shall be submitted to John Pfeiffer, Town Supervisor at: ashfordnysupervisor@gmail.com. Interpretations, regarding this request for Request for Proposals, shall be furnished via email to all Respondents. No interpretation shall be considered binding unless provided in writing by the Town in accordance with paragraph entitled “**Addenda and Modifications**”

**CLARIFICATION OF REQUIREMENTS**

All requests for additional information or clarification concerning this RFP must be submitted, **in writing**, no later than **January 19<sup>th</sup> 2021**

**ADDENDA AND MODIFICATIONS**

Any changes, additions, or clarifications to the RFP are made by amendments (addenda) and will be posted on the Town’s website. Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Town Supervisor or designee. At the request of the respondent, or in the event the Town Supervisor or designee deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Town Clerk. Such addendum will be attached to the original RFP and will become

part of the RFP package having the same binding effect as provisions of the original RFP. It shall be the respondent(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Submittal.

Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the Town and as such are made part of the original RFP documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements. Addendums are available online at [www.ashfordny.org](http://www.ashfordny.org) no verbal explanations or interpretations will be binding. In order to have a request for interpretation considered, submit the request in writing via email. The request must be received by the Town Clerk no later than **January 19<sup>th</sup> 2021**. The Town does not assume responsibility for the receipt of any addendum sent to respondents.

## **SCOPE OF WORK**

The following are typical services and/or items that the successful consultant will be required to provide the Town if it is awarded the contract and should be addressed in each proposal.

- Funding needs analysis – Work with the Town's departments to assess the validity of current funding priority areas and identify new priority areas for funding.
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Town's funding needs and priorities in the following general areas by way of illustration by not limitation:
  - o Community/Economic Development
  - o Criminal Justice Technology and Programs
  - o Infrastructure Development and Maintenance
  - o Parks and Recreation
  - o Transportation/Highway/Sustainability/Transit
  - o Community and Municipal Planning
- On-call Grant Research – In addition to the areas defined above other areas may be also identified through the Funding needs analysis process and throughout the duration of the contract.
- Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the Town, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the Town of Ashford.
- Monthly reports – the successful consultant shall submit monthly reports to the Town summarizing the amount of time expended and describe activities undertaken during the previous month.
- Schedule – the successful consultant will provide a schedule for each grant that the Town will be applying for, along with a master schedule that details all grants that are being sought and the duration of the grant process and award timeline.

## **PROPOSAL REQUIREMENTS**

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- Define the methodology/approach to be used to identify the needs of the Town which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
  - Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
  - Detail any possible methods for payment beyond the \$20,000 per year, such as payments within the grants applied for, or other incentive methods above and beyond \$20,000, subject to approval by the Town of Ashford.
  - It is the intent of the Town to make one payment at the end of each fiscal year upon approval and review of previous years grant awards or activity towards.
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- Generally, detail the involvement and role of Town staff and Town resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
  - List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants for public safety agencies, infrastructure improvement, parks and recreation, technology, community development and capital assets.
  - List up to five (5) funded grants which you developed detailing the funding source, amount requested and amount funded.
  - Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications)
  - Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.

## **EVALUATION PROCESS**

After the deadline for receipt of RFP's, an evaluation committee will review all submissions utilizing the evaluation criteria noted below.

## **EVALUATION CRITERIA**

The following criteria and weight factors will generally be used to evaluate the RFQ:

### **SELECTION PROCESS**

Based on the Evaluation Committee review, several companies/individuals may be short-listed, for further consideration, and may be required to submit supplemental information and/or an interview or presentation. The Town reserves the right to reject all submissions.

### **SELECTION**

- 1) Experience in providing similar services to the Town of Ashford or any other governmental entity and success in performing this service (0-25)
  - a) Experience with NY SEQR, DEC, EPA and other agencies that may be required to be part of the approval process
  - b) Experience and knowledge of shared services with other agencies.
- 2) Samples and references (0-25)
- 3) Key personnel professional background, certifications, and experience in providing the requested services (0-25)
- 4) Understanding of the requirement (0-25)

Town will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the Town.

The Town of Ashford reserves the right to reject any or all the proposals, to waive informalities in the proposals or the proposal process. The Town may interview selected proposer. The Town of Ashford further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the Town.

### **TIME ALLOWED FOR ACTION TAKEN**

The Town of Ashford may hold RFQ responses 120 days after submittal deadline without taking action. Respondents are required to hold their submittal firm for same period of time.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Respondent agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

### **ANTI-LOBBYING PROVISION**

During the period between RFP submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their RFP with any member of the Town Council or Town staff except in the course of Town-sponsored inquiries, briefings,

interviews, or presentations. Violation of this provision shall result in the rejection of the respondent's RFP and disqualification from future consideration of similar RFP's.

#### **INDEMNIFICATION CLAUSE**

**THE RESPONDENT HEREBY AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE TOWN AND ITS EMPLOYEES, AGENTS, OFFICERS AND SERVANTS FREE AND HARMLESS FROM ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER INCLUDING, BUT NOT LIMITED TO, THE AMOUNTS OF JUDGMENTS, PENALTIES, INTERESTS, COURT COSTS, LEGAL FEES, AND ALL OTHER EXPENSES INCURRED BY THE TOWN ARISING IN FAVOR OF ANY PARTY, INCLUDING CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING EMPLOYEES OF THE TOWN, DEATH OR DAMAGES TO PROPERTY (INCLUDING PROPERTY OF THE TOWN) AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAYS INCIDENT TO, IN CONNECTION WITH OR ARISING DIRECTLY OR INDIRECTLY OUT OF THIS CONTRACT. THE RESPONDENT AGREES TO INVESTIGATE, HANDLE, RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY SUCH CLAIMS, DEMAND, OR SUIT AT THE SOLE EXPENSE OF THE RESPONDENT. IN ADDITION, THE RESPONDENT AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE TOWN AND ITS EMPLOYEES, AGENTS, OFFICERS AND SERVANTS FREE AND HARMLESS FROM ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF**

**ACTION RELATING TO, FOR, OR ON ACCOUNT OF THE USE OF PATENTED APPLIANCES, PRODUCTS OR PROCESSES, AND THE RESPONDENT SHALL PAY ALL ROYALTIES AND CHARGES WHICH ARE LEGAL AND EQUITABLE. EVIDENCE OF SUCH PAYMENT OR SATISFACTION SHALL BE SUBMITTED UPON REQUEST OF THE DIRECTOR OF FINANCE AND ASSET MANAGEMENT AS A NECESSARY REQUIREMENT IN CONNECTION WITH THE FINAL ESTIMATE FOR PAYMENT IN WHICH SUCH PATENTED APPLIANCE, PRODUCTS OR PROCESSES ARE USED. RESPONDENT ALSO AGREES TO BEAR ALL OTHER COSTS AND EXPENSES RELATED THERETO, EVEN IF THE CLAIM OR CLAIMS ALLEGED ARE GROUNDLESS, FALSE OR FRAUDULENT. THIS PROVISION IS NOT INTENDED TO CREATE ANY CAUSE OF ACTION IN FAVOR OF ANY THIRD PARTY AGAINST RESPONDENT OR THE TOWN OR TO ENLARGE IN ANY WAY THE RESPONDENT'S LIABILITY BUT IS INTENDED SOLELY TO PROVIDE FOR INDEMNIFICATION OF THE TOWN FROM LIABILITY FROM DAMAGES OR INJURIES TO THIRD PERSONS OR PROPERTY ARISING FROM RESPONDENT'S PERFORMANCE HEREUNDER.**

#### **CONFIDENTIAL INFORMATION**

Any information deemed to be confidential by the respondent should be clearly annotated on the pages where confidential information is contained. The Town cannot guarantee that it will not be required to disclose all or part of any public record under **New York PUBLIC OFFICERS**

**LAW, ARTICLE 6** since information deemed to be confidential by the bidder may not be confidential under **New York PUBLIC OFFICERS LAW, ARTICLE 6** or pursuant to a Court order.

## **JURISDICTION**

Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of New York. Any and all obligations and payments are due and performable and payable in Cattaraugus County, New York.

## **CONFIDENTIALITY OF INFORMATION AND SECURITY**

Should the successful respondent be awarded a contract and become the holder of, and have access to, confidential information, (in the process of fulfilling its responsibilities in connection with the contract), the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of New York, ordinances and regulations of the Town, and any applicable federal laws and regulations relating to confidentiality.

## **SUBSTITUTIONS/CANCELLATIONS OF QUALIFICATIONS**

No substitutions or cancellations are permitted without written approval of Town of Ashford.

## **TIME ALLOWED FOR EXECUTION OF CONTRACT**

Number of days required for the successful respondent to execute a contract after receiving notification of award of contract shall be thirty (30) days.

## **PERSONNEL**

The successful respondent shall ensure that the work being performed in response to an executed agreement shall be performed by competent and qualified personnel.

## **CONTRACT**

Successful Bidder shall be required to execute a contract with the Town for a period of five (5) years from the date of award. The total value of the contract is \$20,000 per year. The town reserves the right to cancel the contract due to non-performance or loss of funding. The bidder shall execute a yearly 1099 and ideally be a registered limited liability company/corporation in the State of New York.

## **INSURANCE REQUIREMENTS**

All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:

- General Liability
- Automobile Liability
- Workers Compensation & Employers Liability
- Professional Liability and Errors and Omissions