

WAYNESBURG BOROUGH, GREENE COUNTY, PENNSYLVANIA REQUEST FOR
PROPOSAL FOR GRANT WRITING AND GRANT TRACKING SERVICES

Enclosed is the Request for Proposal (RFP) for Grant Writing and Grant Tracking Services. The Borough of Waynesburg, Greene County, Pennsylvania has identified the need to obtain the services of a Grant Writer/Grant Tracker.

All interested parties must submit any Proposal by Wednesday, January 4, 2023 before 2:00 P.M., prevailing time. **No late proposals will be accepted.** The Borough of Waynesburg reserves the right to accept or reject any or all proposals, to waive any irregularities, and to accept the proposal that is in the best interest of the Borough of Waynesburg. The Borough of Waynesburg shall be held harmless for any failure to solicit proposals from potential grant writers/grant trackers.

Respondents are to submit (3) originals of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as “**RFP – Grant Writer/Grant Tracker**” and mailed/delivered to:

Michael Simms, Borough Manager
Waynesburg Borough Building
90 East High Street
Waynesburg, PA 15370

All communications concerning the RFP should be directed to the Borough Manager via email to wbgboro@wbgboro.comcastbiz.net.

IMPORTANT DATES

Issue Date: December 13, 2022
Return Date and Time: January 4, 2023 prior to 2:00 P.M.

All proposals submitted must be delivered before 2:00 PM on January 4, 2023 to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

Overview

The Borough of Waynesburg, Greene County, Pennsylvania (hereafter “Borough”) is hereby requesting proposals from experienced grant writers/grant trackers to assist the Borough in identification, application, processing and post-award compliance regarding applicable Federal, State and Local grants available to the Borough. It is the intent of this Request for Proposal to have the successful proposer enter into one contract for a one year term.

Qualifications and Credentials

- a) Selected Respondent should have a minimum of five years of grant writing experience which includes sourcing, developing, writing, and submitting successful federal and state governmental grant proposal on behalf of state affiliated entities of the Commonwealth of Pennsylvania.
- b) Selected Respondent should have excellent writing skills and ability to write persuasive proposals as evidenced by proposal samples.
- c) Selected Respondent should have excellent budget preparation skills and be able to prepare budgets to sufficiently fund the activities of grant projects in compliance with all governmental regulations.
- d) Selected Respondent should have experience in the use of Microsoft Word, Excel and online grant submission systems.
- e) Selected Respondent should have excellent time management skills and the capacity to effectively complete tasks under time constraints.
- f) Selected Respondent should be available to attend meetings of Borough Council upon request.

General Requirements and Scope of Work

A selected Respondent shall adhere to all applicable federal and state regulations regarding grant application, award, and post award compliance. Respondent shall provide the following services to the Borough:

- a) **Grant Identification**. Selected Respondent shall research and identify grant opportunities to which the Borough is eligible with sufficient time to present said opportunities unto the Borough Council and meet submission deadlines. Elected Respondent shall advise on the appropriateness of each funding source, the requirements of any proposed grant and shall prioritize projects based upon the needs identified by the Borough. Selected Respondent shall collaborate with the Borough Manager and Borough Council or its subcommittees to develop criteria to determine the types of grant opportunities sought by the Borough. It is the duty of the selected Respondent to identify any Borough match or other Borough contribution requisite to successful grant acceptance and confirm with the Borough Manager and Borough Council the viability, based on the Borough budget, in seeking said grants.
- b) **Preparation**. When a grant opportunity is identified, the selected Respondent shall identify the anticipated amount of time necessary for grant application and shall identify

the timeline and tasks necessary prior to grant submission. It is the responsibility of the selected Respondent to track and maintain progress during the preparation period.

- c) Grant Writing. Regarding each grant opportunity select by the Borough, the selected Respondent shall communicate with the Borough Manager in the collection of necessary information for inclusion in the grant application. Selected Respondent shall complete all sections of the grant application and is required to communicate and coordinate with the applicable grantor in clarifying the requirements and content for the grant application.
- d) Grant Submission. The selected Respondent shall compile all required documentation necessary for the grant application and shall submit the grant on behalf of the Borough. Selected Respondent shall ensure that it acquires the necessary motions, resolutions, ordinances or other approvals from Borough Council in effectuating grant submission.
- e) Post Award Requirements. In the event a grant is awarded, Selected Respondent shall direct and ensure Borough compliance with all grant requirements.
- f)

Borough Terms

1. The Borough reserves the right to waive minor technical defects in a proposal, reject all proposals, reject any part of the proposal, or advertise for new proposals, and to select the selected Respondent determined to be in the best interests of the Borough as determined in its sole discretion.
2. The Borough reserves the right to design the evaluation criteria to be used in selecting the selected Respondent.
3. The Borough reserves the right to provide the final contract for mutual consideration and agreement.
4. Should any differences arise as to the meaning or intent of the specifications, the Borough's decision is final and conclusive.
5. Federal and State laws, Local ordinances and Borough policies apply to contracted services. No portion of any agreement or contract may violate these laws, ordinances or policies. Any such portion of the agreement or contract that does violate these laws, ordinances and policies will be considered null and void.
6. Neither this request for proposal or any response thereto shall constitute a contract between the Borough and any Respondent.

Award Criteria

The following criteria, not necessarily listed in the order of importance, shall be used to review proposals:

1. Experience, qualification, and reputation in assisting local governmental entities in grant identification, preparation, writing, submission, and post award compliance;

2. Availability in meeting the needs of the Borough including attendance at necessary Borough Council meetings;
4. Compensation Proposal and Contract Terms;
5. Other factors, if demonstrated to be in the best interest of the Borough

Instructions to Respondents

Three copies of the proposal should be submitted.

The proposal must contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

- Letter of Interest
- Profile, Experience and References
- Fee Schedule
- Litigation History

Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual Respondent or, in the case Respondent is a business entity, the duly authorized agent of said entity.

Profile and Experience

Outline the company history, scope of services offered, size of firm and location. Please include an organizational chart that indicates the project's key personnel and their responsibilities; Provide for each of the key personnel related work experience, education, training and any other pertinent information that would demonstrate competence and experience specifically related to the sale of commercial real estate.

Fee Schedule

Please provide the total cost of services, including but not limited to the commission rate that the firm will require on sale and advertising and labor costs.

Litigation History

List all litigation in the last five years, filed against the Respondent firm or firm's employees or individually if the Respondent is an individual. With respect to each matter of litigation; state

whether the action is pending or finalized. Regarding actions which have finalized through final judgment or settlement, provide the terms of said judgment or settlement.

Additional Information

Information may be provided to potential Respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Prospective Respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.

Submission of Proposal

Proposals are to be sealed and submitted prior to the date and time indicated. At such time, all proposals received will be formally opened. The opening will consist of only the name and address of each Respondent. Proposals received after the date and time indicated will not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission.

General Conditions of Contract

The following terms and conditions shall be included as a portion of any final contract with a selected Respondent. The terms and conditions noted herein are not all inclusive. No contractual right shall accrue in a selected Respondent until such time as a final contract has been negotiated by and between the selected Respondent and the Borough, reduced to writing and formally executed upon approval of the Borough Council.

Independent Contractor

The selected Respondent shall be an independent contractor of the Borough. The contract entered with a selected Respondent shall confirm that no relationship of employee and employer, agent and principal, or joint venture shall exist between the selected Respondent and the Borough. The selected Respondent shall have no authority to bind or obligate the Borough. Selected Respondent shall be exclusively responsible for all income tax on fees tendered for services by the Borough.

Insurance Requirements

Selected Respondents shall maintain professional liability insurance coverage for claims arising from its representation of the Borough with limits not less than \$500,000.00 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force an effect during the life of the contract.

Termination

Provisions on termination will be included in the Contract.

Disclaimer of Liability

The District will not hold harmless or indemnify any firm for any liability whatsoever.

Hold Harmless

The selected Respondent shall agree to protect, defend, indemnify and hold the Borough, Borough Council, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages settlements, charges and professional fee/other expenses or liabilities of every kind and character resulting from error, omission or negligent act of the selected Respondent, its agents, employees or representatives, in the performance of the selected Respondent's duties under any agreement resulting from award of this proposal.

Assignment/Sub-Contracting

The selected Respondent shall agree that no rights, privileges, or obligations afforded by the contract may be sold, assigned, subcontracted or transferred by the selected Respondent without the express written consent of the Borough. The granting or withholding of such consent shall be in the exclusive discretion of the Borough.

Applicable Laws and Jurisdiction

Any contract entered by and between the Borough and the selected Respondent shall be subject to, governed by and construed according to the laws of the Commonwealth of Pennsylvania. The Court of Common Pleas of Greene County, Pennsylvania shall retain jurisdiction with respect to any dispute, action or controversy which arises pursuant to any agreement entered by the Borough.

Anti-Discrimination Clause

As a condition of doing business with the Borough, the selected Respondent shall not in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, origin or religious creed. Selected Respondents shall comply with all Federal laws, state statutes and executive orders pertaining to non-discrimination.

Conflicts of Interest

By submission of a response to proposal, all Respondents do declare that no conflicts of interest exist as to the revenues derived from the results or recommendations made on behalf of the Respondent. No salaried officer or employee of the Borough and no member of the Borough Council shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Selected Respondent further covenant that in the performance of any contract entered as a result of this request for proposal, no person having such interest shall be employed to work on this project.

Non-Collusion

By submission of a proposal, all Respondents do declare that the only person or entity interested in this proposal as principal or principals is/are named therein and that no other person or entity other than therein mentioned has any interest in this proposal or contract to be entered into; that this proposal is made without connection with any other person, company or parties making a proposal, and that it is in all respects fair and in good faith without collusion or fraud

Costs

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the Respondent.

WAYNESBURG BOROUGH, GREENE COUNTY, PENNSYLVANIA
REQUEST FOR PROPOSAL
GRANT WRITING AND GRANT TRACKING SERVICES

RESPONDENT (Please complete below)

CONTACT NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PROPOSALS DUE: 2:00 P.M. Prevailing Time, Wednesday, January 4, 2023