

REQUEST FOR QUALIFICATIONS

Grant Seeking Grant Writing And Lobbying Services

FOR

CITY OF SANGER, CALIFORNIA

November 30, 2018



**CITY OF SANGER
TABLE OF CONTENTS**

This solicitation package includes the sections and subsections listed below. If any of these items are missing from your solicitation package, please notify the contact identified in “Inquiries.”

	Page
I. GENERAL	2
A. Introduction.....	2
B. Submittal Location, Closing Date, and Time	2
C. Inquiries.....	2
D. Selection Criteria	3
E. Non-Discrimination	4
II. PROPOSAL FORM AND CONTENT	4
A. Cover Letter.....	4
B. Proposed Service and Narrative	4
C. Qualifications.....	4
D. Client Lists.....	4
E. References	4
F. Compensations and Fees.....	4
III. TERMS AND CONDITIONS	5
A. Waiting Period	5
B. Insurance.....	5
C. Proposal/Preparation Costs.....	6
D. Withdrawal of Proposal Before Closing	6
E. Proposal Submittal	6
F. Proposal Acceptance.....	6
G. Compensation	6
H. Scope of Services	7
I. Proposal Fee	7
J. Public Record	7
K. Contract Execution	7
L. Business License	8
M. Professional Licensing.....	8
N. Indemnification	8
O. Federal, State, and Local Laws	8
P. Retention of and Access to Records	8
Q. Drug-Free Workplace Requirements	8
R. Americans With Disabilities	8
S. Conflict of Interest	8
T. Disputes	9
U. Small and Disadvantaged Businesses	9

I. GENERAL

- A. **INTRODUCTION:** The City of Sanger ("City") is accepting proposals for grant seeking, grant writing and lobbying services. The City of Sanger is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the City to maximize the benefits of grant funding. The services noted may be fulfilled by one individual or firm, or a combination of different providers with specific qualifications for the various responsibilities to be fulfilled.

Grant funds would assist the City of Sanger to provide:

- Funding that will help various city departments to reach their goals.
- Funding opportunities for activities that would otherwise be financed by the General Fund.
- Funds to cover one-time costs versus ongoing operational costs.
- Funding opportunities to departments that would not be able to respond in a timely manner due to lack of staff, grant writing expertise, or workload constraints.
- Funding for collaborative efforts with multiple departments, agencies, community based organizations and/or other jurisdictions.
- Opportunities to leverage significant additional resources.

Lobbying Services would assist the City of Sanger in being a voice in legislative circles to speak for the community and keep the City visible.

- B. **SUBMITTAL LOCATION, CLOSING DATE, AND TIME:** Proposals will not be received after the "closing" date and time indicated. Faxed or e-mail proposals will not be accepted.

Submittal Closing: January 4, 2019, at 4:00 p.m., PST

Location: Administrative Services Department
City of Sanger

Mailing Address: 1700 7th Street, Sanger, California 93657

Proposals received after that date will not be considered.

- C. **INQUIRIES:** Any prospective Proposer desiring an explanation or interpretation of the solicitation, specifications, etc., must request so in writing, no later than ten (10) days before proposal due date to allow a reply to reach prospective Proposers before the proposal submission date. Verbal explanations or instructions given during any phase of this solicitation will not be binding. Any

information given to a prospective Proposer will be furnished promptly as an amendment to the solicitation, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective proposers. Written inquiries regarding this solicitation should be directed to:

Gary Watahira
Interim Administrative Services Director
City of Sanger
Phone: (559) 876-6300 ext. 1150
Fax: (559) 875-8770
Email: gwatahira@ci.sanger.ca.us

Please reference "Request for Qualifications-Grant Writing" when contacting the City regarding this solicitation. The City of Sanger Web Page, <http://www.ci.sanger.ca.us>, will contain a copy of this document as well as a summary of any/all applicable addenda. Also can be viewed at <http://www.publicpurchase.com/gems/bid/bidView?bidId=82045>

- D. **SELECTION CRITERIA:** Selection among the proposals received will be based upon the following criteria:
1. Proposer's experience related to the grant process as noted in "Scope of Services" on page 7.
 2. Proposer's qualifications (résumés included) of key personnel that would be working on behalf of the City of Sanger.
 3. Proposer's capability to respond quickly on an as needed basis by working with the City of Sanger staff to meet deadlines and to operate in an effective and efficient manner.
 4. Proposer's ability to have adequate technical and financial resources for performance, as well as adequate equipment, or have the ability to obtain and to manage such resources and equipment as required during the performance period of the proposed contract.
 5. Proposer's ability to stay current on the grant opportunities available and operate in the best interest of the City.
 6. Proposer's ability to obtain and maintain a current City Business License.
 7. A selection committee will determine the proposals which best meet the above criteria to be interviewed. The committee will make recommendation of the selected service provider.

- E. **NON-DISCRIMINATION:** The City of Sanger hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed or national origin when reviewing the proposals for award of contract. Questions can also be submitted and responses reviewed at: <http://www.publicpurchase.com/gems/bid/bidView?bidId=82045>

II. PROPOSAL FORM AND CONTENT

A. **Cover Letter**

Cover letter expressing interest in the City engagement, stating the Proposer's name, address, email, and telephone number, and signed by a representative of Proposer authorized to bind the Proposer.

B. **Proposed Services Narrative**

Narrative on how Proposer will undertake the Scope of Services and description and list of demonstrated experience.

C. **Qualifications**

Identify the person(s) with key responsibilities who will be assigned to work for the City and describe their role/duties. Describe experience and qualifications which qualify the individual to perform consulting services specified within the Scope of Services. Include resumes for each person(s).

D. **Client List**

List of public clients for whom the Proposer currently provides services.

E. **References**

List of references relating to projects completed for local governments over the last three (3) years. Include name, address, email, and phone number of contact person.

F. **Compensation and Fees**

Describe fee proposal in detail whether fee for services or retainer.

III. TERMS AND CONDITIONS

NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO EXAMINE THE "REQUEST FOR PROPOSAL" SOLICITATION IN ITS ENTIRETY PRIOR TO SUBMITTING A PROPOSAL

- A. WAITING PERIOD: Proposals shall be firm offers, subject to acceptance or rejection for a period of up to ninety (90) days from the due date of the proposal until proceedings are completed and an award is made. Proposer shall assume full responsibility for the effect of the waiting period on all proposal fees and terms.

- B. INSURANCE: In order to protect the City of Sanger from any liability based on the provider's work for the City we will require a certification for proof of insurance prior to the commencement of services.

During the term of this Contract, the provider shall maintain at their sole expense, the following insurance.

Minimum Scope of Insurance:

- 1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- 2. Automobile Liability: \$300,000 combined single limit per accident for bodily injury and property damage.
- 3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California.
- 4. Professional Liability, and Errors and Omissions Insurance with a limit not less than \$1,000,000.

Acceptability of Insurers:

All insurance is to be placed with insurers with a Bests rating of no less than A: VII, and who are admitted Insurers in the State of California.

Verification of Coverage:

Firm shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by the City for themselves prior to commencing work or within fourteen (14) days of notification of award of contract; whichever is shorter.

Submittal of Certificates:

Submittal of the required certificates and endorsements are to be made to the attention of the following:

Gary Watahira
Interim Administrative Services Director
City of Sanger

- C. PROPOSAL PREPARATION COSTS: The City is not, nor shall be deemed, liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.
- D. WITHDRAWAL OF PROPOSAL BEFORE CLOSING: Any Proposer may request the withdrawal of their submitted proposal by written request at any time prior to the scheduled closing date and time. Upon receiving written request to withdraw any proposal, the City will consider the Proposal null and void. Withdrawal of proposal will not prejudice Proposer's resubmittal for this or any future proposal(s).
- E. PROPOSAL SUBMITTAL: All Proposers shall complete and return one (1) original and seven (7) copies of their proposal. Any proposal found to be illegible or incomplete shall not be considered for selection. Whether sent by courier, mail, or by means of personal delivery, Proposers assume full responsibility for having their proposal deposited at the proper address and not later than the scheduled closing time. ***E-mailed or faxed proposals will not be accepted.***
- F. PROPOSAL ACCEPTANCE: The City of Sanger reserves the right to accept or reject any and all proposals and waive any irregularities or informalities in any proposals or in the proposal process. The City may interview selected proposers. The City of Sanger 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 City of Sanger.
- G. COMPENSATION: The proposed compensation may be in the format of an monthly and annual cost. Please state amounts for lobbying services separately.

- H. SCOPE OF SERVICES: Please describe how you propose to provide services to the City to meet the following objectives:
- Funding needs analysis by meeting with City department heads to review priorities and funding needs.
 - Facilitation of department decision-making process regarding the feasibility of pursuing potential grant opportunities.
 - Facilitation of partnership meetings on grant submissions
 - Grant research to identify opportunities that strategically align with the City's goals.
 - Development of requested proposals/applications.
 - Assist in gathering grant-related information.
 - Estimate of City departments commitment if grant is received.
 - Grant proposal development, submission, letters of support and other supporting materials.
 - Follow up after proposal submission.
 - Assist with contract or material development or reporting once grant is awarded.
 - Monitor, track and report funding opportunities.
 - Quarterly Reports to City Council at regular meeting.
- I. PROPOSAL FEE:
1. Be advised that, at any time, the City may require the Proposer to further itemize and detail components of any or all proposal fees, invoices, etc.; e.g., labor, materials, sales tax, etc.
 2. All items presented by the successful Proposer in his/her proposal shall be subject to negotiations between the City and the Proposer.
- J. PUBLIC RECORD: Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and be made available upon request, unless otherwise marked. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the California Public Records Act. The Proposer who claims such an exemption must also state in the proposal that, "The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party."
- K. CONTRACT EXECUTION: Upon selection, the Proposer execute a Consultant Services Agreement with the City for Grant writing/Lobbying Services prepared by City.

- L. BUSINESS LICENSE: The selected service provider, and any subconsultant(s), shall obtain a valid, current City of Sanger Business License on or before their commencement of work.
- M. PROFESSIONAL LICENSING: The selected service provider, and any subconsultant(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.
- N. INDEMNIFICATION: As appropriate, indemnification provisions will be incorporated in the Consultant Services Agreement which will be executed between the provider selected for the services and the City.
- O. FEDERAL, STATE, AND LOCAL LAWS: The selected provider shall comply with all applicable federal, state, and local laws, rules, and regulations.
- P. RETENTION OF AND ACCESS TO RECORDS: At all reasonable times during the term of this contract and for a minimum of three (3) years following final settlement, the City of Sanger, and any designated representative shall have access to all records related to work performed under this contract and the attorney/law firm and all subcontractors shall make such records available for inspection, audit, copying excerpts and transcriptions.
- Q. DRUG-FREE WORKPLACE REQUIREMENTS: The provider and all subcontractors shall comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Sections 8350 et seq.).
- R. AMERICANS WITH DISABILITIES: The provider and all subcontractors shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- S. CONFLICT OF INTEREST: No official, officer, or employee of the City of Sanger or of a local public body during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. Furthermore, the parties hereto covenant and agree that to their knowledge, no board member, officer or employee of the City of Sanger has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the City of Sanger, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with

Section 1120) of Division 4 of Title 1 of the Government Code of the State of California.

- T. DISPUTES: Any controversy or claim arising out of or relating to the provisions of this Agreement or the breach thereof shall be settled by arbitration, in accordance with the Rules of the American Arbitration Association, unless the parties agree, in writing, to some other form of alternative dispute resolution.

- U. SMALL AND DISADVANTAGED BUSINESS: The City of Sanger hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed, or national origin when reviewing the proposals for award of contract.