



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
Sarah Hannah-Spurlock, Assistant City Manager

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: December 30, 2015

RE: **Approving the Committee Ranking and Authorizing the City Manager to Negotiate a Contract for RFP #16-003 Grant Writing Services**

ACTION STATEMENT:

This resolution will approve the selection committee ranking for grant writing services and authorize the City Manager or designee to negotiate a contract with the highest ranked proposer for approval by the Commission at a future date.

BACKGROUND:

Request for Proposal #16-003 (attached) seeking the services of a qualified individual or firm to identify possible grant opportunities, coordinate with City staff, and prepare grant applications was formally advertised on October 31, 2015. Due date / time for receipt of proposals was established for December 9, 2015 at 3:00 PM EST.

On December 9, 2015, five (5) proposals (attached) were opened in the City Clerk's Office at 3:00 PM EST. Proposals received and deemed timely were as follows:

Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC (joint submission)
Government Services Group, Inc.
Langton Associates/In Rem Solutions (joint submission)
Thomas P. Miller and Associates
Writers at Large/Angie Brewer and Associates, LC (joint submission)

The proposals were evaluated by a City Manager-appointed evaluation committee, which deliberated on December 29, 2015 in a public session. The members of the committee were Sarah Hannah-Spurlock, Assistant City Manager; Elizabeth Ignoffo, Contract and Permit Engineer; Devon Steckly,

Key to the Caribbean – Average yearly temperature 77° F.

MEMORANDUM

Senior Project Manager; Rod Delostrinos, Community Services Director; and John Miller, Southernmost Homeless Assistance League (SHAL) Executive Director. The committee evaluated the responses based on the following criteria:

Professional qualifications of key personnel	25 points
Program approach	25 points
Familiarity with local area	10 points
Cost proposal and pricing methodology	30 points
References	10 points

All proposals received were responsive to the solicitation as it related to completion of required representations and certifications.

Writers at Large/Angie Brewer and Associates, LC received the highest ranking. Langton Associates/In Rem Solutions were ranked second. Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC were ranked third. A summary of the rating and ranking profile is provided as an attachment.

FINANCIAL IMPACT:

The FY 2015-2016 operating budget appropriated \$72,000 for grant writing services. Services with the current grant writer will end March 5, 2016. The budget available for the remaining fiscal year is \$39,000 or \$6,500 per month. Writers at Large/Angie Brewer and Associates, LC has different pricing options that staff will review and analyze for the most cost effective option for the City.

RECOMMENDATION:

Staff recommends that the City Commission approve the selection committee ranking and authorize the City Manager or his designee to negotiate a contract with the highest ranked proposer, Writers at Large/Angie Brewer and Associates, LC for approval by the Commission at a future date. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorize the City Manager to negotiate a contract with the second highest ranked proposer, Langton Associates/In Rem Solutions. In the event the City Manager is unsuccessful negotiating a contract with the second highest ranked proposer, authorize the City Manager to negotiate a contract with the third highest ranked proposer, Sheila Griffin/Government Consultants, Inc./Grants Ink, LLC. If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the three highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.