

Proposal

City of Key West, Florida

RFP# 16-003

Grant Writing Services

Submitted by:

Government Consultants, Inc.

&

Grants Ink, LLC

Contact: Sheila Griffin

850-294-6313

Sheila.griffin@comcast.net

December 9, 2015

Carolyn D. Sheldon
Senior Grants Administrator
City of Key West
PO Box 1409
Key West, FL 33041-1409

Re: Request for Proposal #16-003 Grant Writing Services – City of Key West

Dear Mrs. Sheldon:

Government Consultants, Inc. in partnership with Grants Ink, LLC., is pleased to present our proposal for Grant Writing Services - RFP #16-003 - issued by the City of Key West. Our proposal for the professional grant writing services is outlined in the attached documents.

Government Consultants, Inc., a Tallahassee, FL based company with an office in Palm Beach Gardens, FL was created in 2004 and offers a full spectrum of government relations activities, including grant writing, fundraising, and communications strategies. With extensive experience working with city and county governments and non-profits, Government Consultants, Inc. identifies opportunities and develops strategic plans that help to achieve an organization's specific goals and objectives. With expertise in understanding the unique demands of local government and non-profits, Government Consultants, Inc. is positioned as a leader in this marketplace.

Government Consultants, Inc. has a portfolio of grant applications in the areas of Health & Human Services, Police and Fire Services, Transportation, Arts and Cultural Development, Homelessness, Affordable Housing, and Boating, which has resulted in awards from the Florida Department of Transportation, Florida Department of Children and Families, Florida Department of Environmental Protection, Florida Department of State, Florida Housing Finance Corporation, Florida Fish and Wildlife Conservation Commission, U.S. Department of Justice, Federal Emergency Management Agency (FEMA), and many more.

Grants Ink, LLC a Miami Dade County services based firm created in 2009, focused on providing clients access to quality grant writing and training, business communications, and professional development. Grants Ink's goal is to demystify the grant process so that the firms represented are awarded funds that will enable them to better their local community.

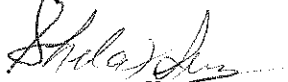
Grants Ink LLC has a portfolio of grant applications in the areas of Construction & Infrastructure, Education, Business Development, The Arts, Community Revitalization, and youth programs. Our partners are certified grant writers who collaboratively have over 12 years' experience providing grant writing and award management services for Miami Dade College through grant funds awarded by the U.S. Department of Education, Florida Department of Education, Florida Department of Transportation and the City of Fort Lauderdale. Grants Ink, also provides grant writing and stewardship to the National Institute of Corrections, Children of Incarcerate Parents Program (COI). In collaboration with the U.S. Department of Justice, COI provides children of incarcerated parents an opportunity to network with their parents in prison as well as developing a methodological based circle of support to give children an opportunity to go to college and follow a more promising life path than that of their parents. Grants Ink

LLC worked with NCIC in acquiring \$1 M of annual grant funds awarded by Miami Dade County Children's Trust along with other foundation grants.

We have outlined in our proposal a comprehensive and focused Scope of Services for accomplishing the City's Grant Writer responsibilities. We have detailed our skill sets, grant writing successes, action plan and time line for developing, mobilizing and implementing an effective grant writing strategy for the City. Our years of experience in grant writing and a driven commitment to perform for our clients will provide the City of Key West with grant funding success.

We look forward to the opportunity to work with the City of Key West.

Sincerely,



Sheila Griffin

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P.O. Box 10003
Tallahassee, FL 32302
P.O. Box 30003
Palm Beach Gardens, FL 33420
Phone: 850-294-6313
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2103 Coral Way, 2nd Floor
Miami, Florida 33145
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Cell Phone: 786-671-7918
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A. ORGANIZATIONAL PROFILE AND QUALIFICATIONS

1. Government Consultants, Inc. and Grants Ink, LLC

Created in 2004, Government Consultants, Inc. offers a full spectrum of government relations activities, including grant writing, fundraising, and communications strategies. With extensive experience working with city and county governments and non-profits, Government Consultants, Inc. identifies opportunities and develops strategic plans that help to achieve an organization's specific goals and objectives. With expertise in understanding the unique demands of local government and non-profits, Government Consultants, Inc. is positioned as a leader in this marketplace.

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With a strong focus on the state appropriations process, Government Consultants, Inc. has experienced significant success in introducing funding priorities into the proposed budgets of state agencies and the Executive Office of the Governor, and by developing strong working relationships with the legislative appropriations committee members and staff to ensure successful passage of budget items in the final appropriations bills, cumulatively known as the General Appropriations Act.

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Grant Ink, LLC's focus is on providing cost effective, budget conscious services by working closely with clients. Through a multifaceted approach to business relationships, we provide clients an opportunity to achieve their goals through training and educational workshops, grant and copywriting services and specialized consultancy.

B. ORGANIZATIONAL CHART & EMPLOYEE INFORMATION

Together, Government Consultants, Inc. and Grants Ink LLC have several decades of grant writing experience. Highly qualified contract professionals are brought in on an as-needed-basis to assist the grant writing team.

1. Organizational Chart



2. Financial Information

Government Consultants, Inc. and Grants Ink LLC are in good financial standing and have never filed for bankruptcy, is not currently in bankruptcy and has no bankruptcy action pending.

Government Consultants, Inc. and Grants Ink LLC are in good financial standing and have no past, pending or present litigation, arbitration or dispute relating to the services described herein.

3. Current Workload

- 2016 Americorp Grant – Corporation for National and Community Service \$500,000
- 2016 Americorps Vista Grant – Corporation for National and Community Service \$100,000
- PNC Foundation Education Grant - \$50,000
- The Children’s Trust - \$10,000
- Coral Gables Foundation - \$5,000
- Macy’s Corporate Grant - \$5,000
- Dollar General Adult Literacy Grant - \$15,000
- Dollar General Family Literacy Grant - \$15,000

B. QUALIFICATIONS

1. Key personnel *Resumes attachment 1

Sheila Griffin – Ms. Griffin is an experienced government relations and public affairs professional with extensive knowledge in providing strategic public relations and communications services in both public and private sectors. Ms. Griffin excels at securing grants and funding for non-profit and local government clients from federal, state, private and philanthropic sources and has a reputation for providing outstanding leadership and exceeding expectations.

Ms. Griffin has more than twenty years of government experience. She began her political career as a Palm Beach County Commission aide in the early 1990's, worked for former Senate President Jim Scott, held executive positions in the Jeb Bush and Rick Scott administrations, and most recently has served as a lobbyist and consultant for a wide range of clients.

During her career, Ms. Griffin has developed and fostered strategic relationships with elected and regulatory government officials, community leaders and clients to support their respective efforts to achieve business goals and strengthen community relations. Ms. Griffin has represented many local governments with grant writing, including Broward County, Orange County, Escambia County, the cities of Key West, Pensacola, and Tallahassee along with a multitude of special districts and statewide non-profit organizations. Ms. Griffin is responsible for securing over \$80 million in state appropriations for local governments and community organizations.

Ms. Griffin earned a Bachelor of Business Administration from Loyola University, where she was a member of the Blue Key Honor Fraternity, and a Masters of Public Administration from Florida Atlantic University. Ms. Griffin has volunteered in many capacities for her community including eight years as a Hospice respite care and grief support group volunteer.

Lorinda Gonzalez – Ms. Gonzalez is an editor and certified grant writer with extensive experience providing non-profit and for-profit organizations assistance in drafting business documentation and comprehensive proposals for funding. She excels at securing grant funding from a number of resources in both the public and private sector. Ms. Gonzalez works with clients by training staff on how to research, apply and secure grant funds for their organization's sustainability.

During her career, Ms. Gonzalez has developed relationships with multiple national and local non-profit organizations, and has become their go-to resource for grant writing, training and funding research assistance. She has assisted her clients receive awarded funds from Massachusetts Institute of Technology, Harvard University, Microsoft Foundation, The Florida Department of Transportation, The Department of Justice, Americorp, Americorp Vista, City of Miami, Coral Gables Foundation, PNC Foundation, and a number of additional private foundations. Currently, Ms. Gonzalez is the grant writer, trainer, presenter and certified mentor for SCORE 501 © 3 in Palm Beach, Broward and Miami Dade County.

As a graduate of Florida Atlantic University, she holds a Bachelor of Arts Degree in English Writing & Rhetoric, with a minor in Health Care Technology & Business Communications. She is currently a graduate student at Southern New Hampshire University, where she will acquire a Master's Degree in Communications and Marketing.

Lorinda belongs to the National Education Writers Association, Professional Writers of America. She has completed two grant writing certificate programs through Grant Writing USA (approved by Grant Professionals Association) and Florida International University. She belongs to a number of additional industry specific organizations. She is also a co-founder, board member, and Secretary of a U.S. 501 c(3)

non-profit organization, NMD United Inc. and MICROscholarships Inc. 501c(3), and sits on the board of number of non-profit organizations throughout South Florida

Israel Diaz - Mr. Diaz is a certified grant writer and non-profit development specialist with over 10 year experience in public administration. He has extensive experience working with governmental organizations and non-profit organizations in managing and applying for grant funds from a number of federal, state, and private sources. During his time as grant manager and budget analyst at Miami Dade College, Mr. Diaz became recognized as a leader, key player and fundamental resource for the administration of grant funds totaling over \$5 Million.

During his career, Mr. Diaz has developed strong business relationships with key players in Miami Dade local government. He is directly responsible for Miami Dade College being awarded the following grants:

- College Reach Out Program (funded by Florida Department of Education)
- Upward Bound TRIO (funded by the US Department of Education)
- College Bound Grant (Funded every year from 2004 – 2010),
- Motorola Grant STEM Program (awarded twice \$100,000 each time)

Mr. Diaz worked in collaboration with Take Stock in Children, Miami Film Festival, Miami Book Fair International, and Miami Dade College's Access Department – received grant to provide increased access to grant funds to support equal education access to disable students (funded by Department of Education- Office of Career, Technology and Adult Education OCTAE Grant).

Mr. Diaz holds a Bachelor of Arts Degree in Public Administration from Florida International University and is currently a graduate student at Anna Maria College, studying a Master of Arts Degree in Public Administration – FEMA Certified Emergency Management. He volunteers with MICROscholarship Inc., 501 ©3 a nonprofit organization seeking to support entrepreneurship opportunities for college students and SCORE Miami Dade as a certified mentor and non-profit specialist.

2. List of federal, state, and foundation grants over the past five (5) years

Florida Department of Children and Families, Homeless – Emergency Shelter Grant – \$130,000

Florida Fish and Wildlife Conservation Commission, Boating – Improvement Grant – \$500,000

U.S. Department of Justice, Community Oriented Policing Services – \$900,000

Florida Agency for Workforce Innovation, Workforce Grant for Firefighter Academy – \$50,000

Florida Department of State, Historic Preservation Grant – \$50,000

National Park Services, Preserve America Grant – \$11,000

Florida Office of Energy, Energy Grant – \$2.5M

Emergency Management Agency (FEMA), FEMA, Port Security Grant – \$75,000

Florida Department of Transportation, Bicycle and Pedestrian Grant – \$95,000

Florida Department of Environmental Resources, Recreation Development Assistance Program – \$100,000

Walmart Foundation, Local Community Contribution/Hunger Outreach Grant Program – \$1,000

Florida Department of Transportation, Dania Beach Minor Bridge & Misc. Structures – \$1.2 M

Florida Department of Transportation, Flagler/1st Street, – \$5 M

City of Fort Lauderdale Arts & Culture Sistrunk Revitalization Project – \$50,000

Health Foundation of South Florida – \$150,000

The John S. and James L. Knight Foundation – \$25,000

21st Century Community Learning Center – \$25,000

The Children’s Trust – \$350,000

Department of Justice – \$750,000

Hennessy Foundation – Program for the Arts – \$250,000

Florida Housing Finance Corporation, The Villages at Noah’s Landing, Polk County, to build permanent supportive housing properties for Persons with Developmental Disabilities – \$10M

3. Three examples of grant applications with pricing methodology

1) **Florida Housing Finance Corporation, The Villages at Noah’s Landing, Polk County \$10M**

Attachment 1- Demographic Information

Noah's Ark has been one of Central Florida’s leading providers of supportive housing and social opportunities for individuals whose daily activities are mildly or moderately impacted by developmental disabilities. With more than a decade of experience managing multiple independent supported-living locations in Polk County, Noah’s Ark believes that there is a significant need for an integrated, affordable residential community in the region. The development of The Villages at Noah’s Landing will be an inclusive community, supporting up to 200 residents when fully developed. The Villages at Noah’s Landing will set aside 80 percent of the total Units in the proposed Development to Persons with Developmental Disabilities for Permanent Supportive Housing.

The demographic make-up of Noah’s Ark residents resembles that of other emerging independent supported-living communities around the state. What makes The Villages at Noah’s Landing unique is 1) the design of the planned community, 2) the depth, coordination and integration of supportive services and community partners available to residents, and 3) the significant demand of potential residents eligible to live in this planned community within the region. According to the 2010 U.S. Census Bureau data, more than 4,000 prospective residents’ lives within a 50 mile radius and almost 7,000 prospective residents lives in a 75 miles radius of the Noah’s Landing site in Polk County. This demographic concentration of developmentally disabled residents within this West Central Florida region appears much greater than that in other communities with emerging supportive service organization around the state.

A recent survey conducted by Noah’s Ark highlights the demographic characteristics of prospective Noah’s Landing residents:

- The average age of a Noah’s Ark resident is 33 – the youngest is 20 and the oldest is 60.
- 68% of residents are developmental or intellectually disabled
- 90% require transportation assistance
- 84% require money management assistance
- 69% require grocery shopping assistance

- 50% require assistance taking medication
- 40% require assistance with household chores
- 82% live at home with family or relatives
- 58% of respondents wished to live in a home with a private bedroom and bath
- 24% are working in the community and getting paid
- 22% are actively seeking employment
- 56% of respondents wish to live within 25 miles from current residence
- 87% of respondents are concerned with personal safety

The Villages at Noah's Landing will provide a full range of services for residents and work with each individual to assist with their transition to independent living. Services include:

Employment/Meaningful Community Engagement & Sustainability

To the maximum extent possible, staff will encourage and assist residents of Noah's Landing to obtain competitive and meaningful employment. Working with local public and private sector partners, Noah's Ark will create a number of enterprises that will help develop employment skills and provide individuals with the self-confidence and ability to enter the competitive workforce. Examples of sustainable enterprises include:

- Community Garden
- Fish Farming and Raising Ducks
- Farmyard (fresh eggs and poultry)
- Culinary Arts Training and Catering
- Waiter Services/Dining Room Staff
- Landscape and Community Maintenance
- Respite Hotel for Families visiting Orlando and Tampa
- Therapeutic Horseback Riding
- Citizenship and Volunteering

Activities

Friends, family, and fun are at the core of an individual's life. For over ten years, Noah's Ark has provided individuals with an array of activities (see monthly calendar within Attachment 16) that educate and expose individuals to new life experiences and then opportunities for them to experience them first hand. These activities have been successfully developed, organized and implemented by families, extended family members and volunteers. Most activities are free, some are subsidized, and others are offered at affordable cost to the individuals. The community clubhouse proposed for Noah's Landing will be the social and recreational gathering place for the residents.

Activities are customized for each resident through an evaluation of the individual's interests, then planned and coordinated by a network of community volunteers comprised of extended family

members and college students from the Best Buddies program at a nearby College. The result is a more stimulating lifestyle and a reduced demand for paid support staff.

Transportation

Ninety percent (90%) of Noah's Ark residents will require transportation assistance as evidenced by our survey responses. One of the strongest assets of The Villages at Noah's Landing is its incredible location and the strength and proximity of the local public transportation system. Polk County Transit is one of the most progressive public transportation providers in the state of Florida and has committed to be very accommodating to our resident's needs. As a result of communications with County staff over the last year, the county has agreed to re-route their current bus route to the entrance of The Villages at Noah's Landing (see Exhibit letter under Attachment 16) in order to facilitate excellent access into the greater community.

Noah's Landing will have two or three community vans for smaller transportation needs such as grocery shopping, medical appointments, and going out to eat. A collaborative agreement is in place with the ElderPoint Ministries (another non-profit) to use their vans when residents have evening or weekend events to attend. In addition, we have access to use a twenty-two passenger bus any time except on Sunday owned by another local partner, Westminster Presbyterian Church.

Housing

The heart of the vision for Noah's Landing is the provision of quality, safe and affordable housing for prospective tenants. Residents will be offered an array of housing choices to meet their individual needs and abilities. The Villages at Noah's Landing will be a mixed-use community with a blend of multi-family homes, villas, duplexes, and apartments. There will be some one, two, three, and four bedroom homes. Homes will be designed so that each resident will have their own bedroom and bathroom to ensure privacy. Designs for all of the housing options will incorporate the most current access, floor plans and mobility considerations to ensure that each resident has maximum comfort and accessibility.

Approximately seventy-five percent of the financing for the construction of the community is expected to be from the Low-Income Housing Tax Credit program and rents will be established by that program. Noah's Ark has pursued funding through other sources to provide complete financing for the entire community.

Family Education and Participation

Noah's Ark will continue to educate families on the merits of guardianships, special needs trusts, and financial planning to insure that adequate safeguards and financial resources are available for their loved one. Family participation and support in the ongoing activities for their child or sibling is a cornerstone of success for the project. However, families need education and training as well on how to deal with balancing issues of overprotection, trust and codependence in allowing the residents the support and independence to develop personally and socially.

Safeguards and Oversight

As indicated by a survey of individuals and families, resident's safety is a primary concern. Resident safety will be enhanced because the community is designed to be pedestrian-oriented, with homes connected by a beautifully landscaped and meandering pathway system where residents can walk or ride their bikes.

A video surveillance system will monitor the grounds and provide an additional layer of protection to the residents. A security gate will be installed to control access into the community during the nighttime hours, thus preventing unwanted visitors.

Additionally, all of Noah's Landing management, staff, and volunteers will have extensive training on safety and security issues for residents in the community and be required to have a Level 2 background screening. Client was charged flat fee for project. Below is a small narrative from a 200 page application.

2. Flagler CIMA \$5M – Client was charged flat fee for project.

SCOPE OF SERVICES: Understanding of Scope of Services and Work: Our firm has reviewed the FDOT's CEI scope of services for the Flagler Street projects. Team CIMA has experience providing these services on over 30 construction projects over the last 15 years. Led by Mr. Jose A. Gonzalez, P.E. who has 26 years of experience on FDOT construction projects, Team CIMA is familiar with the proposed scope of services. We will provide contract administration, inspection and materials testing and sampling as per FDOT's Construction Procedures and Administration Manual (CPAM). Our experienced team has worked on similar urban roadway projects which include multi project contracts. Our services will include providing a Liaison role for the FDOT's Project Manager Emanuel "Manny" Espinal, P.E., surveying services to verify reference points in the project's survey control; on-site inspection of all construction elements in accordance with FDOT's latest guide list and specifications, sampling and testing of construction materials in accordance with the department's job guide schedule, Engineering Services as per the CPAM and scope, Geotechnical Engineering on drill shaft construction, a Quality Assurance Program and Certification of the Final Estimates.

The Flagler Street projects are located in Little Havana, a neighborhood of Miami, Florida. Home to many Cuban immigrant residents, as well as many residents from Central and South America, Little Havana is named after the capital and largest city in Cuba; Havana. It is undoubtedly the most renowned neighborhood for Cuban exiles in the world. Little Havana is characterized by a robust street life, excellent restaurants, music and other cultural activities, mom and pop enterprises, political passion, and great warmth amongst its residents. Flagler Street is classified as Urban Arterial main east-west road in Miami that can reach up to an AADT of 32500. Flagler Street is the latitudinal baseline that divides all streets, north and south, on the Miami-Dade County grid plan.

Named after industrialist Henry Flagler, Flagler Street serves as a major commercial east-west highway through central Miami-Dade County, with a mixture of residential neighborhoods (featuring apartment complexes) and strip malls. The commercial presence increases as SR 968 approaches downtown Miami; the location of the projects. At the northwest corner of the intersection with West 27th Avenue (SR 9) sits the Miami-Dade Auditorium concert hall. Continuing east for three more blocks, until at NW 24th Avenue, the road becomes a one way pair, with Flagler Street going westbound, and SW 1st Street going eastbound to the Miami River. Both roads feature commercial businesses, schools, churches and community services. The road then intersects West 17th Avenue, just a few blocks south of Marlins Park, as SR 968 enters Central Miami. From 12th Avenue East to the Miami River, Flagler Street features one eastbound lane with three westbound lanes, with the intersection with US 441/SR 7 (West 7th Street) just four blocks west of the Miami River drawbridges. The Improvements will require the construction of 6 projects (Fin: 418091-1-52-01, Fin: 433283-1-52-01, Fin: 433491-1-52-01, Fin: 414633-2-52-01; Fin: 414633-1-52-01, Fin: 418312-1-52-01) by the means of (4) four construction contracts (see attached project schedule). The first contract will require work to be performed on West 27th Ave. (SR 9) from SW 10 Street to NW 9 Street and Flagler St. (SR 968) from west of W 27th Ave. to W 14th Ave.

The work on SR 9 consists of capacity improvements to provide additional turn lanes and traffic signal modifications at SW 8 St., SW 7 St., SW 6 St., West Flagler, and NW 7 St.. The additional turn lane will require roadway widening, milling and resurfacing of modified areas. Pedestrian safety will be increased by providing additional pedestrian signage to enhance crosswalk locations. The work on SR 968 will require a complete reconstruction of the road (1.347 mi.), including new drainage, water mains and

connections, curb and gutters, sidewalks and driveways, road bases and asphalt, traffic signals, lighting, pavement markings, signage and landscaping. The second contract will require work to be performed on Flagler St. (SR 968) from 14th Ave. to W 2nd Ave. The work on SR 968 will require a complete reconstruction of the road (1.304 mi.), including new drainage, water mains and connections, curb and gutters, sidewalks and driveways, road bases and asphalt, traffic signals, lighting, pavement markings, signage and landscaping. The third contract will require work to be performed on SW 1 St. (SR 968) from Flagler St. to 17th Ave. The work on SR 968 will require a complete reconstruction of the road (.76 mi.), including new drainage, water mains and connections, curb and gutters, sidewalks and driveways, road bases and asphalt, traffic signals, lighting, pavement markings, signage and landscaping. The fourth contract will require work to be performed on SW 1 St. (SR 968) from 17th Ave. to 6th Ave. The work on SR 968 will require a complete reconstruction of the road (1.129 mi.), including new drainage, water mains and connections, curb and gutters, sidewalks and driveways, road bases and asphalt, traffic signals, lighting, pavement markings, signage and landscaping.

3) Sistrunk Avenue /The Mid-town Project - Client was charged flat fee for project.

Executive Summary

Art n Soul is an independent online art gallery and consultancy firm that promotes up-and-coming artists distinguished in their mediums. Founded in 2006 by Art Consultant AL Huggins, Art n Soul champions fresh platforms for innovative artists beyond the mainstream. We are committed to promoting our artists by displaying multicultural art programs within our local community and exposing youth to the fundamental benefits of artistic expression.

Although the company's creed is "Support the Arts", Art n Soul's aspiration is to foster access and awareness to original artists work in our local community. Through the dynamic representation of multiple talented artists, all of whom have their own unique flair and eloquence in sharing their stories of struggle and triumph through the use of various visual art methods, Art n Soul has a vision of integrating our artists' talents within the cultural center of Midtown Fort Lauderdale, Florida.

We have identified a need for elaborated creativity within the Sistrunk Corridor to strengthen our community and improve lives through extraordinary cultural expression. Through an integrated partnership with the City of Fort Lauderdale, we want to establish an opportunity to craft a community-based mural project beginning on August 1, 2015 through December 6, 2015. This project will offer residents, community youth groups and local artist direct hands-on experience in the research, design, and execution of major public art works for their community.¹

Nationally recognized muralists, represented by Art n Soul, will begin and continue ongoing input within the revitalization of Sistrunk Corridor. We will provide a multidisciplinary design team who will create conceptual artistic murals that integrate cultural diversity with urban design to assimilate artistic elements into nearby infrastructure. Creation of the murals will be discussed between the CRA, Trail Blazer and local curators in the community who wish to participate. These communications will respect the input and experience of each artistic voice. The results of these efforts will be site-specific murals of the highest quality that reflects the history, culture, and diversity within the local neighborhoods.

It is our desire to obtain financial support to make our vision of increased appreciation and awareness of art with in the Sistrunk Corridor of Fort Lauderdale becomes a reality. Through the cooperative efforts between Art n Soul, our represented artists, and the City of Fort Lauderdale, we hope to bring the arts back to the forefront of community presence, as a means of sparking creativity in the hearts and minds of our future leaders.

C. PROGRAM APPROACH AND PRICE

1. Government Consultants, Inc. had the honor of being the first Grant Writing organization for the City of Key West. In the past, Government Consultants, Inc was known for its strong ability at securing a number of grants, many times exceeding funding expectations. The direct experience with the City of Key West, along with the strong bond created through a number of networking avenues has placed Government Consultants, Inc and Grants Ink, LLC in good ranking with key members of government and the public sector. Bringing current knowledge and modern philosophy into the world of grant writing strengthens this partnership. Securing overlooked grant resources along with traditional funding programs has proven successful for clients. This partnership will further current operations by increasing the ability to successfully work on multiple grants simultaneously to ensure secured funds for the City of Key West.

2. Logistics – Describe interaction with the City

It will be important to identify grant opportunities that deliver a significant return of investment. To ensure success as the City of Key West Grant Writer it will be critical to work with City leadership and lead staffs to identify legitimate grant opportunities. To ensure open communication and coordination for successful grant applications see procedures below:

- Refer all proposed activities to Mayor, Commission and City Manager, for approval
- Coordinate with key staff in pertinent departments
- Coordinate with community stakeholders when necessary
- Engage State of Florida delegation and Congressional delegation when necessary
- Face to face meetings with staff when necessary

3. Specify designated office where majority of work will be performed.

Government Consultant's, Inc. and Grants Ink LLC will work in full partnership as Grant Writers for the City of Key West. Work will be performed equally in Miami, Palm Beach Gardens and Tallahassee.

Office locations are as follows:

Government Consultants, Inc.
P.O. Box 10003
Tallahassee, FL 32302
P.O. Box 30003
Palm Beach Gardens, FL 33420
Phone: 850-294-6313
www.govconsultantsinc.com

Grants Ink, LLC
2103 Coral Way, 2nd Floor
Miami, Florida 33145
Toll Free: 888-987-1663 x701
Cell Phone: 786-671-7918
www.grantsink.com

4. Limitations that impact ability to perform

There are no limitations that would impact our ability to aggressively pursue all and any viable grants for the City of Key West.

5. Proposed price for three (3) year contract

Proposed contract amount is \$48,000 annually.

6. Additional material

Within ten days of being awarded the City of Key West Grant Writing contract, Government Consultants Inc., and Grants Ink LLC will secure requires local licenses and will add the City of Key West to Professional Liability Errors and Omissions Insurance policy with Darwin Select Insurance Company. After contract is executed, our team will coordinate meetings with staff and begin work immediately.

D FAMILIARITY WITH FLORIDA AND FLORIDA KEYS

Sheila Griffin of Government Consultants, Inc. currently lives and has been a resident of south Florida for almost 50 years. She holds extensive knowledge of Florida and south Florida specifically. As the first ever Grant Writer for the City of Key West, Ms. Griffin has direct knowledge and experience with the needs and challenges of this community. Ms. Griffin has over twenty years of government experience and began her political career as a Palm Beach County Commission aide in the early 1990's. She also worked for former Senate President, Jim Scott. Ms. Griffin held executive positions in several administrations. Her professional experience has provided her with grassroots knowledge of Florida.

Israel Diaz of Grants Ink, LLC has resided in Miami for over 30 years, and is well versed in the unique infrastructure, revitalization and sustainability efforts required to support the City of Key West. He has advanced professional and educational experience in emergency and disaster management, including experience in planning, management, logistics, response, relief, recovery and economics associated with managing emergency situations. During his career, Mr. Diaz has sat on the Miami Dade College Advisory Board for Disaster Preparedness, focused on responding to major storms affecting South Florida.

Lorinda Gonzalez of Grants Ink, LLC has resided in South Florida for 15 years, and has broad knowledge on the revitalization and urban planning efforts of Florida. She worked closely with city planning teams in acquiring funding for community art programs to counteract blight in economically distressed local neighborhoods. During her residence in Miami Dade County, she has worked along side the Downtown Development Authority in an effort to plan for increased transportation, ADA Accessibility, and improved infrastructure in Downtown Miami. She works closely with the Chapman Center, a non-profit organization that leads efforts in Miami Dade to relieve homelessness and provide opportunities for financial sustainability.

E. CLIENT REFERENCES – Three (3) references

1. Dr. Jeff Sharkey
Managing Partner
Capitol Alliance Group
106 E. College Ave #640

Tallahassee, FL 32301
Phone: (850)224-1660
jeffreysark@gmail.com

2. Jack Kosik

Director
Noahs Ark
2225 E Edgewood Drive # 6
Lakeland, FL 33803
Phone: (863) 687-0804
director@noahsarkflorida.org

3. Orlando Espinosa

Emineo Media, LLC & Microscholarships 501 (c)3
Co-Founder and Vice President
4340 NW 198TH Street
Miami, FL 33055
Phone: (305) 609-1142
orlando.espinosa@emineomedia.com

Attachment 1

Sheila Griffin, MPA

sheila.griffin@comcast.net

Cell: 850-294-6313

PROFESSIONAL SUMMARY

Seasoned public affairs professional with extensive experience providing public relations, fundraising and other marketing and communications services in the public and private sectors. Recognized as a strong leader with a superior track record of delivering desired results.

CORE SKILLS

<ul style="list-style-type: none">• Project Management/Special Events• Strategic Communications Strategies• Campaign Development/Fundraising• Business Development• Outcome Driven	<ul style="list-style-type: none">• Media Relations• Government Relations• Grant Writing• Strategic Alliances• Advocacy
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CAREER HIGHLIGHTS AND ACHIEVEMENTS

- Exceeded or met goal in three out of four fundraising events for the American Cancer Society in the Florida Panhandle region –surpassed portfolio goal by 11 percent.
- Secured a \$10M grant from Florida Housing Finance Corporation for The Villages at Noah’s Landing, Polk County, to build permanent supportive housing properties for Persons with Developmental Disabilities.
- Served as project manager for statewide General Equivalency Diploma completion campaign by leveraging community and business relationships to implement and complete the project with limited funding. Approximately 50,000 Floridians benefited from this project.
- Raised over \$1million through fund raising and special events for the American Cancer Society, the American Heart Association, Second Harvest Food Bank/Daily Bread Food Bank, Homeless Coalition of Palm Beach County, United Way, the Epilepsy Foundation, Palm Beach Marine Institute, and Holy Comforter Episcopal Church.
- Formed coalition of local governments and business entities to compete for an energy grant to retrofit existing and antiquated infrastructure. The successful application provided \$2.5M for new infrastructure and thousands in reduced energy costs for all participants.

PROFESSIONAL HISTORY Governmental Relations

Government Consultants, Inc., President (2004 to present)

- Used successful networking and negotiation strategies to secure over \$15 million dollars for clients for funding of various infrastructure and operational interests.
- Researched and wrote grant proposals which secured in excess of \$1M annually.
- Coordinated community partnerships to benefit clients by leveraging corporate and foundation resources.

Sheila Griffin, MPA

Sheila Griffin, page 2

American Cancer Society

Relay For Life, Community Manager (November 2013 to June 2015)

- Managed a portfolio of Relay For Life events, with accountability for significant income targets, as well as event-related mission and advocacy activities.
- Reached goals through the effective leadership, engagement, empowerment, and mobilization of event volunteers.
- Skilled with working in community organization, relationship building and talent identification and leadership development.
- Integrate mission/cancer control activities messaging within Relay For Life events.

State Agency

Florida Department of Education, Deputy Director, Communications and External Affairs (May 2012 – July 2013)

- Designed a successful statewide communications strategy for Florida Comprehensive Assessment Test (FCAT) annual results reporting.
- Developed and launched successful external affairs campaign for GED students utilizing various stakeholders to leverage resources.

Florida Lottery, Director of Communications (2003 - 2004)

- Managed customer service representatives, public relations/media staff, graphics department and community outreach staff.
- Managed team to update website and develop Spanish version.

Department of State, Division of Library and Information Services, Public Information Officer (1999 - 2003)

- Utilized emerging technologies to automate issuance of library cards to state employees thereby reducing operational expense by 25%.
- Implemented multi-lingual statewide literacy campaigns through a multi-media approach which resulted in substantive increases in literacy program participation.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Master of Public Administration, Florida Atlantic University, Boca Raton, Florida

Bachelor of Arts in Business Administration, Loyola University, New Orleans, La.

RELATED CERTIFICATIONS

Digital Marketing: Social Media and Online Strategies (certificate), Harvard University

Professional Writing, Graduate Certificate Program, University of Central Florida

COMMUNITY SERVICE

Leadership Palm Beach County Class of 1999, Big Bend Hospice – Respite Care; Bereavement; Special Events and Fundraising; Junior League Sustainer, Yoga Teacher

REFERENCES

Available upon request

Lorinda Yazmin Gonzalez

144 SW 8th street
Apartment #603
Miami, Florida 33130
772.538.0704
LorindaWriting@gmail.com

EMPLOYMENT EXPERIENCE

Grant Writer & Trainer

Distinctive Writing Inc. and Grants Ink, LLC
Miami, Florida

August 2009 – Present

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to corporate and foundational sources.
- Perform prospect research on foundations and corporations to identify and evaluate prospects for local, state and federal funders.
- Work with development assistant to identify prospective family foundations.
- Continually review lapsed and historical donors and identify when they might be approached for another grant.
- Maintain grant deadline and reporting calendar.
- Stewardship of current and past donors, foundations, corporations and other partners with regular written updates and reports.
- Assist clients with digital and print communications – drafting & editing emails, letters, one-pagers, blog entries, marketing campaigns, and similar documentation.
- Coordinate with operations, client services and executive office teams to create strong campaigns, create a timetable and work to initiate launch.
- Draft fun, creative, and easy to understand content for multiple target audiences.
- Comfortable working in a fast-paced, deadline-driven environment with competing priorities.
- Consistently handle confidential and sensitive information with tact and discretion.
- Establish administrative policies, procedures, and regulations for initial and continual establishment of *Distinctive Writing Inc.*
- Directed the development of business-to-consumer and business-to-business contracts.
- Developed interactive, direct marketing, media, creative, sales promotion and PR strategies to increase sales.

Grant Writer
SCORE Miami Dade
Miami, Florida

December 2014 – Present

- Fundraising activities, including planning, execution and strategizing new opportunities.
- Research fundraising prospects using strong communication (oral and written) and presentation skills.
- Present workshops on a number of related topics including Grant Writing 101, local funding research, foundational funding and corporate sponsorships.
- Use visual and digital media to present SCORE Miami as a potential benefactor of corporate and foundational grant funds.
- Work with Finance Department and appropriate staff to gather information necessary to report to corporate/foundation funders on current grant programs.

Human Resource Office Assistant

Palm Beach State College
Lake Worth, Florida

January 2008 – September 2009

- Assisted public with application process including online applications.
- Became a key resource for screening new hires, ensuring that proper paperwork was submitted.
- Conducted confidential background and medical license checks for new hires.
- Planned and designed clerical educational materials used for employee training
- Assisted with administrative tasks including assembling of new employee files, responding to concerns via phone and email, managing online application system, and guiding job applicants throughout the hiring process.

EDUCATION

Master of Arts in Communication Media & Marketing, June 2013 – May 2016
Southern New Hampshire University, Manchester, NH – Online
Minor in Public Relations

Bachelor of Arts in English Writing & Rhetoric, May 2013
Florida Atlantic University, Boca Raton, FL
Minor in Health Care Technology

Grant Writer Certificate, September 2013
Grant Writing USA, Delray Beach, FL

Grant Writer Professional Certificate, May 2015
Florida International University, Brickell, FL

PROFESSIONAL AFFILIATIONS

NMD United: *Co-Founder, Business Specialist, & Secretary, non-profit organization*
Microscholarships, Inc., *board member, grant writer*
Muscular Dystrophy Association: *Volunteer for Palm Beach and Miami Dade County*
South Palm Community Church: *Growth Group Leader & Volunteer Writer*

Israel Diaz
6524 SW 29th street
Miami, FL 33155
305.776.5213
Israel@grantsink.com

Grant Writer & Business Developer
Distinctive Writing Inc. & Grants Ink, LLC
Miami, Florida

August 2009 – Present

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to corporate and foundational sources.
- Perform prospect research on foundations and corporations to identify and evaluate prospects for local, state and federal funders.
- Work with new nonprofit organizations in developing business.
- Maintain grant deadline and reporting calendar for clients and employer.
- Stewardship of current and past donors, foundations, corporations and other partners with regular written updates and reports.
- Coordinate with operations, client services and executive office teams to create strong campaigns, create a timetable and work to initiate launch.
- Reconciliation of daily logs and reports
- Developed financial projections for the annual operating budget – clients and employer.
- Maintain documentation of the operations of the company, which requires preparing, typing & compiling documents including reports, databases, and excel spreadsheets
- Communicate extensively with management staff, insurance company representatives and patients
- Independently gathers, researches, and analyzes the data for use for specific office functions

Grant Manager/Budget Analyst
Miami Dade College
Miami, Florida

April 2004 - April 2010

- Developed and analyzed support activities for the operating and capital budgets
- Coordinated the preparation of requisitions, prepare financial reports
- Handled appropriation and transfer requests for grant, capital, and revolving funds
- Responded to questions regarding budget issues and policies, resolved issues in both verbal and written communications
- Tracked purchase orders and monitored departmental spending
- Reviewed and processed purchase requisitions for accuracy and available funding
- Conducted detailed budget analyses and prepared forecasts for the Director
- Assisted in the preparation of annual audit, including developing state financial statements
- Developed multiple methods to control costs
- Prepared reports, budget spreadsheets, graphs, tables and presentations
- Maintained accurate operational statistical records for the state
- Worked closely with various disciplines within the college
- Participated in multiple inter-office staff meetings to discuss financial projections and other related concerns

EDUCATION

Master of Public Administration FEMA Certified, June 2012 – May 2016
Anna Maria College, Massachusetts, Online University
Emergency Management Focus

Bachelor of Arts in Public Administration, May 2009
Florida International University, Miami, FL

Grant Writer Certificate, September 2014
Grant Writing USA, Delray Beach, FL

Community Association Manager Certificate Program, May 2012
Gold Coast Schools

PROFESSIONAL AFFILIATIONS

Shake-a-leg Miami, *Volunteer*
Muscular Dystrophy Association, *Volunteer for Palm Beach and Miami Dade County*
MICROscholarships, Inc, *volunteer business developer and mentor*
SCORE Miami Dade, *certified mentor and non-profit specialist*

PROPOSAL FORM

PROPOSER

The name of the Proposer submitting this Proposal is

Government Consultants, Inc. doing business at

P.O. Box 10003, Tallahassee, FL, 332302
Street City State Zip

Sheila.griffin@comcast.net

Email address

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

Name	Title
<u>Sheila Griffin</u>	<u>Government Consultants, Inc., President</u>
<u>Lorinda Gonzalez</u>	<u>Grants Ink, LLC, Partner</u>
<u>Israel Diaz</u>	<u>Grants Ink, LLC, Partner</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this _____ day of _____ 20____.

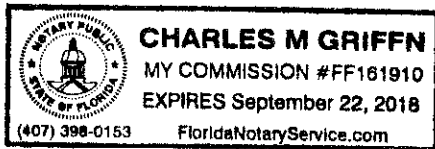
Signature of Proposer

Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 5th day of December 2015.

(SEAL)



Government Consultants, Inc.

Name of Corporation

By Sheila Griffin

A handwritten signature in cursive script, appearing to read "Sheila Griffin", written over a horizontal line.

Title President

Attest_ Secretary

ANTI-KICKBACK AFFIDAVIT

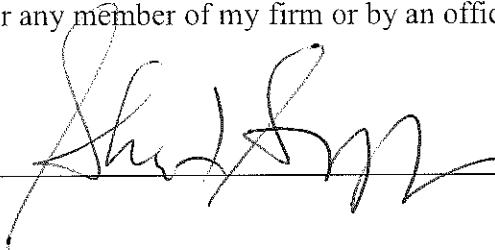
STATE OF Florida)

: SS

COUNTY OF Leon)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

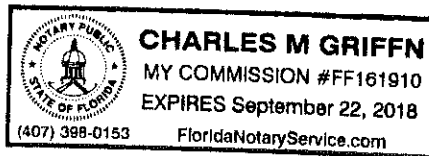
By: Sheila Griffin



Sworn and subscribed before me this 5th day of December 2015

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



* * * * *

SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid or Proposal for RFP#16-003 Grant Writing
Services - City of Key West

2. This sworn statement is submitted by Government Consultants, Inc.
(Name of entity submitting sworn statement)

whose business address is P.O. Box 10003

Tallahassee, FL 32302

and (if applicable) its Federal Employer Identification Number (FEIN) is 13-427769

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement _____

3. My name is Sheila Griffin
(Please print name of individual signing)

and my relationship to the entity named above is President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited

to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 - a. A predecessor or successor of a person convicted of a public entity crime; or

 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and

convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Sheila Griffin

(Signature)

(Date)

Dec 5, 2015

STATE OF Florida

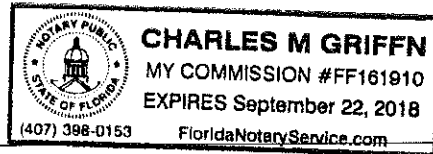
COUNTY OF Leon

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Sheila Griffin who, after first being sworn by me, affixed his/her
(Name of individual signing)

signature in the space provided above on this 5th day of December, 2015.

My commission expires:



NOTARY PUBLIC

CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by CONSULTANT or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the CONSULTANT or its subcontractors, material men or agents of any tier or their respective employees.

Indemnification by CONSULTANT for Professional Acts. CONSULTANT hereby agrees to indemnify the City of Key West and each of its parent and subsidiary companies and the directors, officers and employees of each of them (collectively, the "indemnitees"), and hold each of the indemnitees harmless, against all losses, liabilities, penalties (civil or criminal), fines and expenses (including reasonable attorneys' fees and expenses) (collectively, "Claims") to the extent resulting from the performance of CONSULTANT'S negligent acts, errors or omissions, or intentional acts in the performance of CONSULTANT'S services, or any of their respective affiliates, under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONSULTANT: Government Consultants, Inc.

P.O. Box 10003, Tallahassee, FL: 32302

Address

Signature

Sheila Griffin

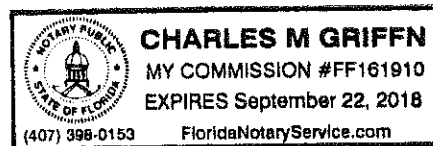
Print Name

President

Title

DATE: Dec 5, 2015

SEAL:



**LOCAL VENDOR CERTIFICATION PURSUANT TO
CITY OF KEY WEST ORDINANCE 09-22 SECTION 2-798**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
 - Not a local vendor pursuant to Ordinance 09-22 Section 2-798
 - Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name Government Consultants, Inc. Phone: 850-294-6313

Current Local Address: 1217 Winifred Drive, Tallahassee, FL 32308 Fax: _____

(P.O. Box numbers may not be used to establish status)

Length of time at this address: 10 years Date: Dec 5, 2015

[Signature]
Signature of Authorized Representative

STATE OF Florida COUNTY OF Leon

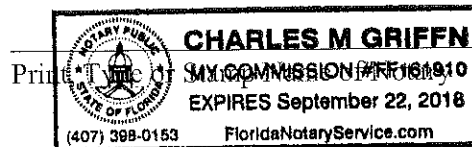
The foregoing instrument was acknowledged before me this 5th day of December 2015.

By Sheela Griffin, of Government Consultants, Inc.
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

or has produced identification Drivers license as identification
(Type of identification)

[Signature]
Signature of Notary

Return completed form with
Supporting documents to:
City of Key West Purchasing



Title or Rank

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)

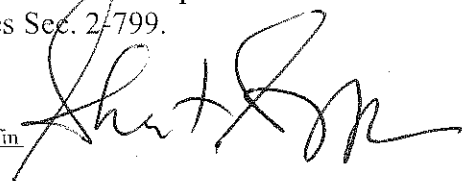
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COUNTY OF Leon)

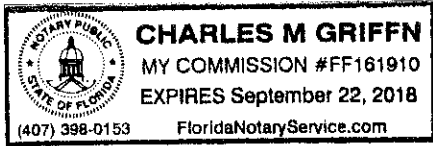
I, the undersigned hereby duly sworn, depose and say that the firm of Government Consultants, Inc.

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

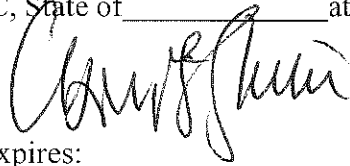
By: Sheila Griffin



Sworn and subscribed before me this 5th day of December, 2015.



NOTARY PUBLIC, State of _____ at Large



My Commission Expires:

* * * * *

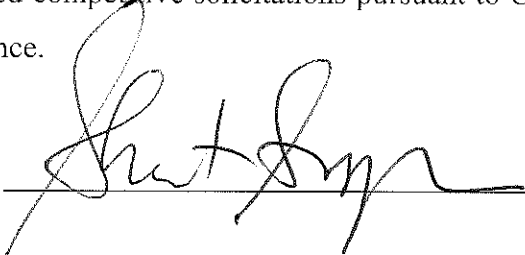
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STATE OF Florida)

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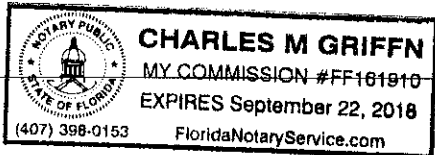
COUNTY OF Leon)

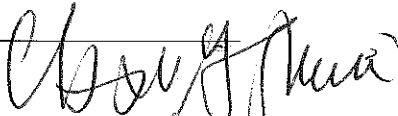
I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Government Consultants, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence.

By: 

Sworn and subscribed before me this

5th day of December 2015.





NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

* * * * *

Addendum

ADDENDUM NO. 1

To All Proposers:

The following change is hereby made a part of RFP #16-003 as fully as completely as if the same were fully set forth therein:

The following is a list of addenda that shall govern all other contract documents to the extent specified.

Addendum No. 1

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. Is the City happy with the firm handling it now? I see the one year extension is until March 2016. Who might I ask?

Answer: The current firm has performed within the terms of the contract.

2. Is it possible to get a copy of my submission from last time? And also a copy of the 2013 submission from Langdon REM?

Answer: A public records request can be made with the City Clerk's office.

3. Page 22 of the RFP mentions local license taxes need paid 24 hours prior to issuance of RFP. I have not paid my taxes this year yet. Does that mean I'm disqualified?

Answer: Page 22 is the Local Vendor Certification. If you have not met the deadline of at least 24 hours for payment of all current license taxes and any other fees due the city, the definition of a "Local Business" has not been met. You are not disqualified from submitting a proposal for RFP 16-003 but local vendor status does not apply.

4. Page 13 of the RFP, question 3 under Qualifications it says "Include 3 examples of grant applications..." Is the name of the grant and the award amount sufficient? Also, I'm not sure what "pricing methodology" means here – is it supposed to be "funding methodology"?

Answer: Please submit examples of just the application portion of 3 grant applications you have prepared that best exemplifies your grant writing skills. The full grant application is not necessary. Pricing methodology refers to the method used to invoice the client for preparing the application.


5. Does the grant writing company need to be home based in Key West?

Answer: No.

All Proposers shall acknowledge receipt and acceptance of this Addendum No.1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Sheila Griffin, President

Government Consultants, Inc.

Government Consultants, Inc. 

Signature Name of Business