

Dear Mr. Langton,

The order of the presentations will be decided that evening at the meeting by the Mayor. The Mayor and Commissioners can ask questions after your 10 minute presentation or after all the presenters are finished. The presentations will be limited to 10 minutes for each firm and will be timed and you will be asked to leave the podium if the presentation takes longer than the 10 minutes allowed.

Sincerely,
Cheri Smith, MMC
City Clerk
City of Key West

From: Mike Langton [<mailto:mlangton@langtonconsulting.com>]
Sent: Monday, January 25, 2016 11:51 AM
To: Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: Questions of Oral Presentation for Grant Writer?

Dear City Clerk Smith, I have a few questions I would like to ask you pertaining to the Oral Presentations for Grant Writer scheduled for February 2 as follows:

- Could you please tell me the order of the Presenters? Which firm will go 1st, 2nd, and 3rd?
- Will the City Commissioners ask questions immediately at the end of each presentation, or will questions be held until after all 3 have presented?
- Will the presentations be strictly limited to 10 minutes using the timer on the wall of the Chambers (as is your system with 3 minute Public Comments)? If a group exceeds the 10 minutes will they be cut off by the presiding officer, the Mayor?

Thank you in advance for your response to these questions. Best wishes, Mike Langton

Mike Langton, GPC*
President, Langton Associates
4830 Atlantic Blvd.
Jacksonville, Florida 32207
(904) 598-1368

*Grant Professional Certified

From: Carolyn Sheldon
Sent: Thursday, January 21, 2016 5:01 PM
To: Calvin Knowles <CKnowles@govserv.com>
Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Hi Calvin. You're correct. Government Services Group was not ranked in the top three. We appreciate your interest in the RFP and hope you'll look for similar opportunities with the City of Key West.

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator
City of Key West
PO Box 1409
Key West, FL 33041-1409
(305) 809-3741
New email: csheldon@cityofkeywest-fl.gov

From: Calvin Knowles [<mailto:CKnowles@govserv.com>]
Sent: Thursday, January 21, 2016 2:15 PM
To: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Carolyn:

To be clear, Government Services Group was not ranked in the top three?

Calvin Knowles, MPA, Senior Consultant, Client Relations and Project Management
Community Services Division
Government Services Group, Inc.
Cell: 727.224.8444
Phone: 850.877.1908 Fax: 850.878.8785
Website: <http://www.weservegovernments.com/>

From: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Date: January 21, 2016 at 2:46:18 PM EST
To: Mike Langton <mlangton@langtonconsulting.com>
Cc: Lisa Mulhall <newck@aol.com>, Lisa King <lisaking@langtonconsulting.com>, Heather Pullen <hpullen@langtonconsulting.com>, Cheri Smith <csmith@cityofkeywest-fl.gov>
Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Thank you!! Safe travels!

Carolyn D. Sheldon

Senior Grants Administrator
City of Key West
PO Box 1409
Key West, FL 33041-1409
(305) 809-3741
New email: csheldon@cityofkeywest-fl.gov

From: Mike Langton [<mailto:mlangton@langtonconsulting.com>]
Sent: Thursday, January 21, 2016 2:32 PM
To: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>
Cc: Lisa Mulhall <newck@aol.com>; Lisa King <lisaking@langtonconsulting.com>; Heather Pullen <hpullen@langtonconsulting.com>
Subject: Re: RFP 16-003 City of Key West Grant Writing Services

Langton Associates/In Rem Solutions will be there on February 2nd as requested and we will bring a PowerPoint presentation on a Flash Drive as recommended. Thank you. Mike Langton

Mike Langton, GPC*
President, Langton Associates
4830 Atlantic Blvd.
Jacksonville, Florida 32207
(904) 598-1368

*Grant Professional Certified



From: Carolyn Sheldon

Sent: Thursday, January 21, 2016 2:12 PM

To: marycasanova77@gmail.com; mlangton (mlangton@langtonconsulting.com)
<mlangton@langtonconsulting.com>; sheila.griffin@comcast.net; CKnowles@govserv.com;
ehiggins@tpma-inc.com

Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>

Subject: RE: RFP 16-003 City of Key West Grant Writing Services

Good afternoon. The City Commission has requested presentations from the top 3 ranked firms: 1) Writers at Large/Angie Brewer & Associates 2) Langton Associates/In Rem Solutions 3) Government Consultants/Grants Ink. The presentations will take place at the Feb. 2nd City Commission meeting. Meeting starts at 6pm, Old City Hall, 510 Greene Street. Please be prepared to make a 10 minute presentation to the Commission followed by questions/answers. If you are one of the top 3 ranked firms, confirmation of your attendance at the Feb. 2nd meeting is requested via email.

If you are preparing a Power Point presentation, kindly load the presentation onto a flash drive. The City Clerk will then load it onto the City's equipment prior to the meeting. You are welcome to arrive at the meeting chambers at 5pm to go through a dry run.

Similar to my previous email, the cone of silence is still in effect. If you have any questions about the presentations, please send them via email with the City Clerk included: csmith@cityofkeywest-fl.gov.

Thank you,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

PO Box 1409

Key West, FL 33041-1409

(305) 809-3741

New email: csheldon@cityofkeywest-fl.gov

From: Carolyn Sheldon

Sent: Thursday, January 14, 2016 12:30 PM

To: 'marycassanova77@gmail.com' <marycassanova77@gmail.com>; mlangton (mlangton@langtonconsulting.com) <mlangton@langtonconsulting.com>; 'sheila.griffin@comcast.net' <sheila.griffin@comcast.net>; 'CKnowles@govserv.com' <CKnowles@govserv.com>; 'ehiggins@tpma-inc.com' <ehiggins@tpma-inc.com>

Cc: Cheri Smith <csmith@cityofkeywest-fl.gov>

Subject: RFP 16-003 City of Key West Grant Writing Services

Good afternoon. Thank you for submitting a proposal for the City of Key West's RFP 16-003 Grant Writing Services. The agenda item for consideration by the City Commission to approve the rankings for this RFP is Item #10 on the 1/20/16 City Commission agenda. The meeting is at 6pm. The agenda can be viewed using this link: <http://keywest.legistar.com/Calendar.aspx>

The link above will take you to a list of meetings. Please select "agenda" (toward the right side of the web page) for the 1/20/16 City Commission meeting to view the ranking committee details & staff recommendations. If you click on any of the attachments following the description of the agenda item, you will be taken to a link containing a pdf file for that item.

City Commission meetings are televised live and can be accessed at the scheduled meeting time (6pm on 1/20/16) using this link: <http://www.cityofkeywest-fl.gov/department/division.php?structureid=236>

If the City Commission requests presentations, I will recommend these be done at a future meeting date.

Please remember the cone of silence is still in effect until the contract is approved. Contract approval will be a separate agenda item for a future meeting date (anticipated in February).

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

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