RESOLUTION NO. 13-071

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RANKING THE RESPONDENTS TO CITY OF KEY WEST – REQUEST FOR PROPOSALS - GRANT WRITING SERVICES, 002-13; DIRECTING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH THE HIGHEST RANKED FIRM FOR CITY COMMISSION APPROVAL PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 002-13 requesting proposals for grant writing services; and

WHEREAS, the City received three responses to RFP 002-13; and

WHEREAS, an evaluation committee, consisting of City staff, considered the proposals and heard comments at a public session on February 11, 2003; and

WHEREAS, the City Commission desires to rank the three firms in order of qualifications for the negotiation of a contract for subsequent City Commission consideration.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That top ranked firms as determined in order by the Commission are:

1. Langton Associates, Inc. and IN REM Solutions

2. Mary Casanova d.b.a. Writers at Large

3. CDM Smith, Inc.

Section 2: That City staff is authorized to negotiate a contract starting with the topped ranked firm, and each firm thereafter if necessary, until an acceptable agreement is reached. The City Manager is directed to bring the contract before the City Commission for final consideration.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 5 day of March, 2013.

Authenticated by the presiding officer and Clerk of the Commission on March 6, 2013.

Filed with the Clerk March 6, 2013.

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK

CITY MANAGER'S OFFICE
MEMORANDUM

TO: Bob Vitas, City Manager

FROM: Mark Z. Finigan, Assistant City Manager

DATE: February 25, 2013

SUBJECT: City of Key West Request for Proposals (RFP) #002-13
Grant Writing Services

ACTION STATEMENT:

Purpose of this resolution is to request approval by the City Commission for the following:

- Accept the ranking of the Grant Writing Services proposals by the Evaluation Committee:

    1. Langton Associates, Inc. and IN REM Solutions (joint submission)
    2. Mary Casanova d.b.a. Writers At Large
    3. CDM Smith Inc.

- Authorizing the City Manager or designee to negotiate a contract with the highest ranked proposer, Langton Associates, Inc. In the event the City Manager or designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with the second highest ranked proposer, Mary Casanova d.b.a. Writers At Large, and in the event the City Manager or designee is unsuccessful in negotiating a contract with the second highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with CDM Smith Inc.
- If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the three (3) highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.
- Authorizing the City Manager to execute said proposed contract / agreement, subject to review and approval by the City Attorney.

BACKGROUND:

Prior to submission of proposals pursuant to (RFP) #00-13, the City Manager called for the creation of an Evaluation Committee comprised of the following three (3) members:

- Assistant City Manager – Administration — Mark Z. Finigan
- Finance Director — Roger Wittenberg
- Sustainability Coordinator — Alison Higgins

On December 19, 2012 RFP #002-13, Grant Writing Services, was formally advertised. Due date / time for receipt of proposals was established for January 16, 2013, at 3:00 p.m.

On January 16, 2013 three (3) proposals were opened in the City Clerk's office at 3:00 PM EST. Proposals received and deemed timely were as follows:

Langton Associates, Inc. and IN REM Solutions (joint submission)
Mary Casanova d.b.a. Writers At Large
CDM Smith Inc.

Copies of the three (3) proposals are available on Legistar.

PUBLIC DELIBERATION

On February 11, 2013, the Evaluation Committee deliberated in a properly noticed public session to rate and rank the three prospective providers to recommend to the City Commission. The following Evaluation Committee members were present:

- Assistant City Manager – Administration — Mark Z. Finigan
- Finance Director — Roger Wittenberg
- Sustainability Coordinator — Alison Higgins

The following representatives appeared and participated in the deliberation process by answering Evaluation Committee questions.

Mary Casanova – Mary Casanova d.b.a. Writers At Large
Lisa Mulhall – IN REM Solutions
Cynthia Krebsbach – IN REM Solutions

Assistant City Manager Finigan opened the meeting by reviewing the rules and introducing the Evaluation Committee.

- There was a consensus that all proposals received were responsive to the solicitation as it related to completion of required representations and certifications.

A summary of the rating and ranking profile is provided as part of the Legistar file.

Each of the two proposers represented at the evaluation meeting were asked if their "pricing methodology" was negotiable. Both responded in the affirmative. The intent of Staff is to negotiate proposed pricing in good faith with that entity selected by the City Commission.

Additionally, representatives of the proposal submitted by Langton Associates Inc. and IN REM Solutions were asked which of the entities, Langton Associates Inc. or IN REM Solutions, would be the lead/principal firm the City of Key West would enter into an agreement with if selected. The answer was Langton Associates Inc., with IN REM Solutions being a sub consultant to Langton Associates.

To follow is a summary of the pricing methodology proposed by each of the three (3) proposers.

- Langton Associates Inc. and IN REM Solutions

  Unlimited grant applications for $60,000 per annum. No reimbursable expenses, all inclusive.

- Mary Casanova d.b.a. Writers At Large

  $50.00 per hour plus travel reimbursement for travel outside of Monroe County. Proposes an annual contract for writing and related services equal to 20 hours per week for 50 weeks ($50,000) – an annual, hourly bank of 1,000 hours – distributed time-wise whatever way works best for the City. Should these hours be expended before the end of Y-1, additional hours may be purchased by the City and added to the bank.

- CDM Smith Inc.

  Limited to three (3) grant applications and three (3) planning meetings with City Staff for $50,000 per annum. Plus, reimbursable expenses.

The City's prior grant writer, Sheila Griffin of Governmental Services Inc., represents the following with respect to the level of effort required to effectively write and monitor City grant applications and opportunities over the last several years:

"I think an average of 25 hours a week would be fair. There were some periods when I was working on several grants at once and times when a grant would take an inordinate amount of time because we had outside stakeholders. Like that energy grant we submitted with the county and two other cities. I think you are safe going with 25 hours per week."

FINANCIAL IMPACT:

The FY 2012-13 operating budget appropriated $41,000 for grant writing services. Services rendered by the prior grant writer ended January 31, 2013. The remaining budget available for the balance of FY 2012-13 to cover grant writing services is $29,000. Any budget shortfall for the balance of FY 2012-13 to cover the services of a new grant writer would be covered by use of the City Manager's General Fund Contingency. Depending on which proposal selected by the Commission, the projected budget shortfall for FY 2012-13 would be $5,000 - $10,000.

OPTIONS:

1. City Commission can accept the ranking of the Evaluation Committee as follows (With 1. being the highest ranked firm):

    1. Langton Associates Inc. and IN REM Solutions
    2. Mary Casanova d.b.a. Writers At Large
    3. CDM Smith, Inc.

2. City Commission can hear presentations and select a proposal from the highest three ranked proposals independent of rating or ranking by the Evaluation Committee.

3. City Commission can determine to select a proposal from the highest three ranked proposals independent of rating or ranking by the Evaluation Committee, without the benefit of presentations.

4. Decline to make an award to any of the three (3) entities submitting a proposal and provide Staff with direction on how to proceed.

RECOMMENDATION:

- Accept the ranking of the Grant Writing Services proposals by the Evaluation Committee:

    1. Langton Associates, Inc. and IN REM Solutions

2. Mary Casanova d.b.a. Writers At Large
3. CDM Smith Inc.

- Authorizing the City Manager or designee to negotiate a contract with the highest ranked proposer, Langton Associates, Inc. In the event the City Manager or designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with the second highest ranked proposer, Mary Casanova d.b.a. Writers At Large, and in the event the City Manager or designee is unsuccessful in negotiating a contract with the second highest ranked proposer, authorizing the City Manager or designee to negotiate a contract with CDM Smith Inc.
- If the City Manager or designee is unsuccessful in negotiating an acceptable contract with any of the three (3) highest ranked proposers the City Manager or designee will cease discussions with all proposers and report back to the City Commission.
- Authorizing the City Manager to execute said proposed contract / agreement, subject to review and approval by the City Attorney

INTEROFFICE MEMORANDUM

To: Mark Finigan, Assistant City Manager

CC: Sue Snider, Purchasing

From: Cheri Smith, City Clerk Cheryl Smith

Date: January 16, 2013

Subject: **GRANT WRITING SERVICES; RFP 002-13**

The following Proposals were opened Wednesday, January, 16, 2013 at 3:00 p.m. in response to the above referenced project.

1. Langton Associates, Inc.
   4830 Atlantic Boulevard
   Jacksonville, FL 32207

2. CDM Smith, Inc.
   1715 North Westshore Boulevard, Suite 875
   Tampa, FL 33607

3. Writers at Large
   1300 15th Court, Lot #17
   Key West, FL 33040

CS/sph
RFP 002-13 Grant Writing Services

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3706

January 30, 2013

RE: City of Key West Request for Proposals (RFP) #002-13
Grant Writing Services

Dear Prospective Respondents to the Request for Proposals (RFP):

The City of Key West is seeking qualified firms to provide Grant Writing Services for the City of Key West. This Request for Proposals (RFP) contains the following information pertaining to the request:

1. One cover sheet which is one (1) page in length;
2. The Request for Proposal is thirteen (13) pages in length and contains important information on deadlines, response contents, as well as the following forms: Anti-Kickback Affidavit one (1) page in length; Public Entity Crimes Certification three (3) pages in length; Equal Benefits For Domestic Partners Affidavit one (1) page in length; Notice of Advertisement (1) page in length; Consultant Ranking Form (1) page in length; and Insurance and Indemnification Requirements eight (8) pages in length and marked as Attachment A.

Please review your response package to ensure it contains all of the named above documents. If not, contact Sue Snider, City of Key West Purchasing Agent, at ssnider@keywestcity.com immediately, to obtain copies of any missing document(s). At the time the proposal is submitted, the successful Responder must show satisfactory documentation of state licenses (if applicable). Please note that the respondent chosen by the City to complete the work required by this Request for Proposal will also be required to obtain and maintain a City of Key West Business Tax Receipt for the duration of the work.

Responses must contain the following complete (and certified, if applicable) documents:

1. A cover letter no more than two (2) pages in length.
2. Responses to the RFP including an information page, organization chart, company information, personnel, qualifications, specific scope of services proposed and references contained in not more than 20 8 ½" by 11" pages.

3. Anti-Kickback Affidavit one (1) page in length for each firm involved in the response.

4. Public Entity Crimes Certification three (3) pages in length for each firm involved in the response.
5. Equal Benefits For Domestic Partners Affidavit one (1) page in length

Please submit any questions regarding this RFP in writing or via electronic mail to Sue Snider at ssnider@keywestcity.com. The City of Key West will not consider any questions after January 11, 2013. All answers will be prepared in writing and distributed via electronic mail to all respondents.

Sincerely,

Sue Snider
Purchasing Agent

Xc: City Commissioners
Bob Vitas
David Finigan
Mark Finigan
Shawn Smith

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

COVER SHEET

SUBJECT:	CITY OF KEY WEST REQUEST FOR PROPOSALS #002-13 GRANT WRITING SERVICES
ISSUE DATE:	December 19, 2012
MAIL OR DELIVER RESPONSES TO:	CITY CLERK CITY OF KEY WEST 3126 FLAGLER AVENUE KEY WEST, FL 33040
RESPONSES DEADLINE DATE:	JANUARY 16, 2013 - NO LATER THAN 3:00 PM

SUE SNIDER
PURCHASING AGENT
CITY OF KEY WEST

City of Key West Request for Proposals #002-13
CITY OF KEY WEST GRANT WRITING SERVICES

A. Introduction

The City of Key West requires the services of a qualified individual or firm to identify possible grant opportunities, coordinate with City staff the assimilation and compilation of information and data required to put forth a concise and complete grant application, prepare the grant application, respond to questions and/or requests from the grant making organization and monitor on behalf of the City of Key West the progression of the submitted application until such time the application is awarded or denied. The selected grant writer will be required to abide by all applicable federal, state and local laws and ordinances which may be required in the conduct of performing such services.

B. Response Information

The evaluation of the RFP will be based on a respondent's aptitude, experience, qualifications and approach to tasks as identified herein by the City.

Responses should be submitted to the submittal address by the date and time listed in the submission details. The City will not be responsible for submittals that are delinquent, lost, mismarked, sent to an address other than that given above, or sent by mail or courier service. The City reserves the right, after opening the submittal, to reject any or all responses, or to accept the response(s) that in its sole judgment is (are) in the best interest of the City. Also, the City will not be responsible for responses submitted after the specified date and time.

Submission Details:

1. **Submit to:**

   City Clerk
   City of Key West
   3126 Flagler Avenue
   Key West, Fl 33040

2. **Date/Time:**

   January 16, 2013, 3:00 PM

3. **Identification of Responses:**

Responses shall be submitted in a two (2) sealed envelopes, one within the other, each clearly marked on the outside: **"Request For Proposals # 002-13– Grant Writing**

Services" the due date, and the respondent's name.

Project Title: Grant Writing Services
Due Date:
Company:

C. Additional Information

Number of Copies:

Applicants shall submit one response marked "Original", 10 (ten) copies marked "Copy", and 10 CD-ROMS; each CD-ROM shall contain one PDF file each of the full response. All contents of a Proposer's submittal shall remain the property of the City. Responses shall be submitted in two (2) sealed envelopes, one within the other, each clearly marked on the outside: **"Request For Proposals # 002-13– Grant Writing Services"**, the due date, and the respondent's name.

Response Preparation Costs:

The costs of response preparation for both steps in the process are not reimbursable. Response preparation costs are the applicant's total responsibility.

Authorized Signature:

The initial response must contain the signature of a duly authorized officer or agent of the proposer's company empowered with the right to bind the respondent to the RFP. The respondent must provide evidence of the authority of the officer or agent to bind the respondent.

Property of the City:

All responses and related materials provided to the City related to this RFP will become the property of the City of Key West.

License Requirements:

At the time the proposal is submitted, the Responder must show satisfactory documentation of state licenses (if applicable). Please note that the winning respondent will also be required to obtain and maintain a City of Key West Business Tax Receipt for the duration of the work.

Insurance /Indemnification:

Reference Attachment A. – Eight (8) Pages in length.

Financial Information

Each Respondent shall advise as to whether their company has in the past filed for bankruptcy, is currently in bankruptcy, or has bankruptcy action pending.

Litigation

Provide a list of any past, pending or present litigation, arbitration or dispute relating to the services described herein, that you or your firm has been involved in within the last five (5) years. List shall include project name and nature of litigation. Also provide a list of any claims made against your E & O carrier for any services described herein.

Volume of Work

Provide a summary of current workload. State any volume of work that your firm has performed for the City of Key West either as a prime consultant and/or as a sub consultant currently and previously.

References

Provide three (3) references, for which you have provided the similar services over the past five (5) years. Please include references of cities of similar size to Key West.

Scope of Services:

The City of Key West is seeking an experienced professional grant writer(s) to work closely with the City of Key West Mayor, City Commission and with City Departments. Specifically, the following services are intended not to be all inclusive but rather a representation of the breadth and depth of experience and skill of the individual/firm the City of Key West is seeking:

1. Through interviews of the Mayor, Commissioners and responsible department representatives, gather information that will easily allow the individual/firm to grasp the concept of a project or program for which funding is sought as defined by the person sponsoring the project or program or the person responsible for carrying it out.

2. Identify prospective grant sources for the project or program.

3. Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.

4. Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.

5. Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.

6. Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material, if required.

7. Grant administration services are performed internal to the organization. Grant writer must demonstrate experience in successfully and collaboratively working in environments where grant writer and grant administration skills are separate.

The selected individual or firm shall be expected to expeditiously perform the necessary services required under this Request for Proposal and must have the capacity to handle multiple grant applications concurrently. The agreement shall be automatically renewed annually, for up to a maximum of three (3) total years, unless otherwise terminated by either party, in writing, giving 30 days notice.

The City is under no obligation under any resulting agreement to limit the number of grant applications it may direct the Consultant to prepare, submit and monitor.

Response Evaluation:

Responses should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. The selection criteria enumerated in the Consultant Ranking Form will be the principal bases for evaluation.

Response Selection:

All complete and responsive submittals will be evaluated by a City Manager appointed selection team at a publicly noticed meeting held by the end of the business day on February 1, 2013. The City of Key West reserves the right to ask questions, seek clarification of any or all respondents as part of its evaluation. Evaluation and ranking will be accomplished using the attached Consultant Ranking Form. Only the three (3) highest rated Responses as determined by the City Manager appointed selection team will go forward to the City Commission in ranked order. Each short-listed respondent may be required to make an approximately ten minute presentation to the City Commission. Final award will be made by the City Commission, based solely on that response which, in their opinion, is in the best interest of the City of Key West, all factors considered, irrespective of the City Manager appointed selection team ranking.

The City of Key West reserves the right to hire more than one grant writer due to the range of grant interest by the City of Key West or the skill one grant writer may have in a particular grant area(s).

The City contemplates negotiating a lump sum agreement with that consultant selected by the City Commission.

A final contract, including a detailed scope and fee, must be negotiated and then approved by the City Commission. The City reserves the right, without qualification, to exercise discretion and apply its judgment with respect to any responses submitted, as well as to reject all responses.

Response Content:

The City requires the each respondent to submit a concise response clearly addressing all of the requirements outlined in this RFP. Responses must include, at a minimum, two sections. The first section should address qualifications. The second section should address the specific scope of services proposed and costs.

A. Qualifications. Please provide documentation of the professional qualifications of the key personnel to be employed. Such documentation shall include, but not be limited to:

1. Resumes of academic training and employment in the area of grant writing.
2. List of federal, state and foundation grants that have been successfully secured over the past five (5) years.
3. Include three (3) examples of grant applications submitted including pricing methodology used.

B. Program Approach and Price. Please submit a program for the completion of the scope of services requested above and price, which, at a minimum, shall include the following:

1. From a technical perspective, explain why your organization should be selected for performing the services covered under this Request for Proposals and how you can add value to the goals and objectives of the City. Include examples of your success in performing such services with other entities.

2. From a logistics perspective, explain how your organization intends to interact and interface with the City in the performance of the Services covered under the Request for Proposals.

3. Specify address of Firm's designated office where the majority of work on this project will be performed. Indicate percentage total over-all of the Services to be performed by the Firm's office specified above. Specify address of Firm's other office(s) where any part of the work for these Services will be performed if applicable;

4. Proposed price for the scope of services requested above, to include a detail of proposed reimbursable expenses which may be incurred in the conduct of providing said services;

5. Any other material as may be helpful to establish that the respondent has the necessary facilities, ability, and financial resources to furnish the required services in a satisfactory manner.

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee 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:_____

sworn and prescribed before me this _____ day of _____, 2011

NOTARY PUBLIC, State of Florida

My commission expires:

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to
by

(print individual's name and title)
for

(print name of entity submitting sworn statement)

whose business address is

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

_____(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. 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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), 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 or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. 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 agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of 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.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute 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 a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(SIGNATURE)

_____
(DATE)

STATE OF_____

COUNTY OF_____

PERSONALLY APPEARED BEFORE ME, the undersigned authority
_____who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
_____day of_____, 2011

NOTARY PUBLIC

My commission expires:

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF _____)

I, the undersigned hereby duly sworn, depose and say that the firm of _____ provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

By: _____

Sworn and subscribed before me this

_____ day of _____, 20 ___.

_____

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

NOTICE OF ADVERTISEMENT – REQUEST FOR PROPOSALS

NOTICE is hereby given to prospective proposers that responses will be received by the CITY of KEY WEST, FLORIDA by the office of the City Clerk, 3126 Flagler Avenue, Key West, Florida 33040 until 3:00 p.m. January 16, 2013 for the "Request For Proposals #002-13 – Grant Writing Services" in the Office of the City Clerk . Any responses received after the time announced will not be considered.

Scope of Services and Response Documents may be obtained from DemandStar by Onvia at www.demandstar.com/supplier or call toll-free at 1-800-711-1712. One (1) original and ten (10) copies of the responses are to be enclosed in two (2) sealed envelopes, one within the other, each clearly marked on the outside: **"Request For Proposals # 002-13– Grant Writing Services"** the due date, and the respondent's name, addressed and delivered to:

CITY CLERK, CITY OF KEY WEST, FLORIDA
CITY HALL, 525 ANGELA STREET
KEY WEST, FLORIDA 33040

At the time of the proposal, the successful Responder must show satisfactory documentation of state licenses (if applicable).

Any permit and/or license requirement and subsequent costs are located within the response documents. The successful Responder must also be able to satisfy the City Attorney as to such insurance coverage, and legal requirements as may be demanded by the response in question. The City may reject responses: (1) for budgetary reasons, (2) if the responder misstates or conceals a material fact in its response, (3) if the response does not strictly conform to the law or is non-responsive to the response requirements, (4) if the response is conditional, or (5) if a change of circumstances occurs making the purpose of the response unnecessary, (6) if such rejection is in the best interest of the City. The City may also waive any minor formalities or irregularities in any response.

Sue Snider, Purchasing Agent

CITY OF KEY WEST
CONSULTANT RANKING FORM

Project Name: Grant Writing Services

Project Number: RFP #002-13

Firm _____

Date _____

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Professional Qualifications of Key Personnel	25	
Program Approach	20	
Familiarity With Local Area	10	
Cost Proposal and Pricing Methodology	35	
Sub-Total Points	**90**	

References	10	

Total Points	**100**	

Mark Finigan

From:	Bogdan Vitas
Sent:	Thursday, February 07, 2013 6:31 PM
To:	Mark Finigan
Subject:	Re: City of Key West Request for Proposals (RFP) #002-13 - Grant Writing Services

OK

On Feb 4, 2013 1:05 PM, "Mark Finigan" <mfinigan@keywestcity.com> wrote:

The subject RFP requires the establishment of a Staff Evaluation Team to review, rate and rank the three (3) proposals we received from the solicited requirement. Here is the Team I propose. Plz confirm your acceptance of the Team:

- Mark Finigan
- Alison Higgins
- Roger Wittenberg

Thx

Mark

Mark Z. Finigan

City of Key West

Assitant City Manager – Administration

305-809-3877

CITY OF KEY WEST
NOTICE OF MEETING

Final Staff Ranking : RFP 002-13: Grant Writing Services

Purpose: Rate and Rank proposals received for Grant Writing Services pursuant to Request for Proposals 002-13. Results will be submitted to the City Commission for consideration and final determination.

Monday, February 11, 2013 at 10:00 A.M.
3132 Flagler Ave, City Managers Rear Conference Room
Key West, FL 33040

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

February 7, 2013 Key West Citizen

561738

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Finigan, Mack

PROPOSER: Langston / RFM

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	25
Program Approach (Max Points 20)	20
Familiarity With Local Area (Max Points 10)	10
Cost Proposal and Pricing Methodology (Max Points 35)	35
References (Max 10 Points)	10
Total Points Assigned	100

Notes:

- Great Depth / Ability to Draw from many national sources.
- Almost all grant writers assigned have significant experience on similar type grant opportunities at the City of Key West.
- Pricing is "All in". No other fees/expenses or cap on the # of applications submitted.
- Monthly e-mail notification for grant opportunities.
- Well established

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: FINIGAN, MACK

PROPOSER: Writers At Large

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	20 25
Program Approach (Max Points 20)	~~20~~ 15
Familiarity With Local Area (Max Points 10)	~~10~~
Cost Proposal and Pricing Methodology (Max Points 35)	~~30~~
References (Max 10 Points)	~~10~~
Total Points Assigned	~~90~~

Notes:

- Local Presence (Excellent)
- No Depth. Multiple important applications may be compromised. "One person" shop.
- May have difficulty in sourcing grant opportunities. Most of Mary's experience appears to be with agencies that have already identified grant.
- Only have limited hours of ~~2,000~~ 1,000 (a Bank). Many exceed 1,000 but would need to pay for it.

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: ~~CDM~~ MACK FINIGAN

PROPOSER: CDM

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	25
Program Approach (Max Points 20)	20
Familiarity With Local Area (Max Points 10)	8
Cost Proposal and Pricing Methodology (Max Points 35)	20
References (Max 10 Points)	10
Total Points Assigned	83

Notes:

- Only 3 grants for set amount. CKH generally applies for many more than 3. Many are small grants though important.

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Alison Higgins

PROPOSER: [redacted] Langton

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	22
Program Approach (Max Points 20)	20
Familiarity With Local Area (Max Points 10)	5
Cost Proposal and Pricing Methodology (Max Points 35)	30
References (Max 10 Points)	10
Total Points Assigned	87

Notes:

Unlimited grants

Many other city / county clients

Experience across wide range of funding sources

Good ~~exper~~ level of exp w energy/ eff. projects

Very efficient grant notification system

Very impressed w innovation on NOAA grant
(competitive $!)

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Alison Higgins

PROPOSER: Writers At Large

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	17
Program Approach (Max Points 20)	17
Familiarity With Local Area (Max Points 10)	10
Cost Proposal and Pricing Methodology (Max Points 35)	30
References (Max 10 Points)	10
Total Points Assigned	84

Notes:

Great references, great example narratives

Probably not enough existing depth across major funding sources.
Listing possibilities would eat up a lot of time
Perhaps good to cultivate as local non profit writer?

Unlimited grants

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Alison Higgins

PROPOSER: [redacted] CDM

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	25
Program Approach (Max Points 20)	18
Familiarity With Local Area (Max Points 10)	10
Cost Proposal and Pricing Methodology (Max Points 35)	25
References (Max 10 Points)	8

Total Points Assigned 86

Notes:

Only 3 grants per year = How well does this work for other areas?

Like the matrix of what's most competitive But is limiting

Strong background on major funding sources

Was unable to get sense of how the process worked (quality wise) from the one reference. Was hard to get City Mgrs to call back.

Strong sense of infrastructure needs

Good background on FEMA

Not suited for wide range of grants (small, community/ historical non profits...

Heavy on DOE/examples

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Roger W. Herbert

PROPOSER: LANGTON + IN REM

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	20
Program Approach (Max Points 20)	15
Familiarity With Local Area (Max Points 10)	7
Cost Proposal and Pricing Methodology (Max Points 35)	30
References (Max 10 Points)	10
Total Points Assigned	82

Notes:

W/well rounded research, varying levels of State, Fed, partnership
Numerous State, municipal + county clients
Previous City of KW experience

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Rosa Whitby

PROPOSER: Water Wise

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	15
Program Approach (Max Points 20)	10
Familiarity With Local Area (Max Points 10)	10
Cost Proposal and Pricing Methodology (Max Points 35)	33
References (Max 10 Points)	10
Total Points Assigned	78

Notes:

Seems to have smaller/local level approach

Non-profit grant writer, Sole proprietor, References 2

Not as extensive references as other 2

GRANT WRITING SERVICES
RFP 002-13

EVALUATOR: Rogers Wheeler

PROPOSER: CDM

EVALUATION CRITERIA:

Professional Qualifications of Key Personnel (Max Points 25)	25
Program Approach (Max Points 20)	15
Familiarity With Local Area (Max Points 10)	6
Cost Proposal and Pricing Methodology (Max Points 35)	20
References (Max 10 Points)	10
Total Points Assigned	76

Notes:

Seemed to be more large grant Federally focused

Only 3 grants applied provided in Exh

Grant Writing Services
RFP #002-13

Ranking Committee Date 02/11/13

Ranking Criteria	Points Allowed	Langton Associates, Inc.			Writers at Large			CDM Smith, Inc.		
		Finigan	Higgins	Wittenberg	Finigan	Higgins	Wittenberg	Finigan	Higgins	Wittenberg
Professional Qualifications of Key Personnel	25	25	22	20	25	17	15	25	25	25
Program Approach	20	20	20	15	15	17	10	20	18	15
Familiarity With Local Area	10	10	5	7	10	10	10	8	10	6
Cost Proposal & Pricing Methodology	35	35	30	30	30	30	33	20	25	20
References	10	10	10	10	10	10	10	10	8	10
Total Score (individual)	100	100	87	82	90	84	78	83	86	76
Total Score (group)		**269**			**252**			**245**		
Total Possible Score		**300**			**300**			**300**		
% (Average)		**90%**			**84%**			**82%**		
		Langton Associates, Inc.			**Writers at Large**			**CDM Smith, Inc.**		