

RESOLUTION NO. 13-112

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RATIFYING THE ATTACHED "CONSULTING AGREEMENT" BETWEEN THE CITY OF KEY WEST AND LANGTON ASSOCIATES, INC., AND IN REM SOLUTIONS, INC. FOR GRANT WRITING SERVICES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 13-071, the City Commission awarded the bid to Langton Associates, Inc. and IN REM Solutions, Inc. in response to RFQ No. 002-13 for Grant Writing Services; and

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

Section 1: That the attached "Consulting Agreement" between the City of Key West and Langton Associates, Inc., and IN REM Solutions, Inc. for Grant Writing Services is hereby ratified.

Section 2: 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 7 day of May, 2013.


Authenticated by the presiding officer and Clerk of the Commission on May 8, 2013.

Filed with the Clerk May 8, 2013.

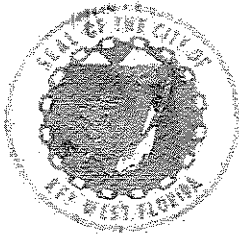


CRAIG CATES, MAYOR

ATTEST:




CHERYL SMITH, CITY CLERK



**CITY MANAGER'S OFFICE
MEMORANDUM**

TO: Bob Vitas, City Manager

FROM: Mark Z. Finigan, Assistant City Manager 

DATE: April 28, 2013

SUBJECT: Ratification of Agreement with Langton Associates, Inc. and IN REM Solutions, Inc.

ACTION STATEMENT:

This purpose of this resolution is to request ratification by the City Commission of the attached fully executed Agreement between the City of Key West and Langton Associates, Inc. and IN REM Solutions, Inc. for grant writing services for the City of Key West.

BACKGROUND:

The City Commission selected via Resolution 13-071 the firms of Langton Associates, Inc. and IN REM Solutions, Inc. (copy of Resolution 13-071 attached) to provide grant writing services. Pursuant to said resolution the City Manager was authorized to enter into negotiations with Langton Associates, Inc. and IN REM Solutions, Inc. and if successful in negotiating an Agreement bring back said Agreement before the City Commission for approval. A critical grant application submission due to the Tourist Development Council at the end of April 2013 for the Truman Waterfront Development necessitated the execution of the Agreement by the City Manager prior to Commission approval. The agreement was reviewed and approved by the City's Legal Department before execution by the City Manager. The Agreement has an initial term of one year with the provision to extend at the end of the term for two (2), one (1) year periods upon mutual agreement of the parties.

RECOMMENDATION:

Ratify the attached fully executed Agreement between the City of Key West and Langton Associates, Inc. and IN REM Solutions, Inc. for grant writing services for the City of Key West.

CONSULTING AGREEMENT

This consulting agreement made on the 9th day of April 2013, by and between Langton Associates, Inc., and IN REM Solutions, Inc. hereinafter referred to as "Langton/IN REM", and the City of Key West, hereinafter referred to as "Client" under the following terms and conditions:

RECITALS

1. Langton/IN REM agrees to provide professional grant writing services to Client for the term of 12 months, commencing March 6, 2013, and ending March 5, 2014. Langton/IN REM agrees to exercise its best efforts to obtain governmental grants and benefits for client, pursuant to the City of Key West Request for Proposals (RFP), #002-13, dated December 19, 2012 and the proposal submitted by Langton/IN REM, dated January 16, 2013, both incorporated by reference herein. It is understood, however, that Langton/IN REM cannot guarantee results that any certain amount of funds will be obtained for Client.

2. Pursuant to this agreement Langton/IN REM agrees to provide specific services as follows:

- a. **IN-DEPTH NEEDS ASSESSMENT.** Through on-site interviews with officials and staff, Client needs will be determined. Review of materials concerning the Client government, its services and structure; such as the Comprehensive Plan, Capital Improvement Plan, your Budget, etc. A list of Client needs will be matched with resources available through various programs. A Strategic Grants Plan will be developed to fund Client priority projects through various grant and loan programs.
- b. **DETERMINATION OF RELEVANT FUNDING SOURCES.** Through extensive use of internal and external resources to determine appropriate sources of funding to accomplish client goals, Langton will make recommendations for applications on an on-going basis.
- c. **PREPARATION AND SUBMISSION OF GRANT APPLICATIONS.** Langton/IN REM will develop and prepare all grant applications pursued by the Client and will submit them to the appropriate funding agencies. The typical annual client pursues an average of eight to ten grants in a contract year. However, the Client desires and Langton/IN REM agrees to diligently pursue all grant opportunities desired by the Client. Langton/IN REM also provides technical assistance to Client staff who are already soliciting grants.

- d. **TECHNICAL ASSISTANCE ON GRANT ADMINISTRATION.** As a result of the experience gained in administering numerous grants, Langton/IN REM can provide client staff and contractors administering grants with expert advice that will keep them on track, upon request of Client.
- e. **PERSONALIZED GRANT RESEARCH AND CONSULTATION.** Langston shall be informed regarding government resources such as Florida Administrative Weekly and the Federal Register and shall monitor the activities of the U.S. Congress and the Florida Legislature in order to follow new programs as they are created. Langston's consultants shall attend and testify at public hearings and workshops on new programs as well as utilize an extensive company library and on-line computer databases to be informed regarding the past, present and future of a wide range of grant programs.
- f. **INTERGOVERNMENTAL RELATIONS WITH FEDERAL AND STATE GOVERNMENTS.** Langton/IN REM shall act as a liaison to the funding agency before, during, and after any application is made. Through its extensive network of contacts in Washington, D.C. and Tallahassee, Florida, as well as its proximity to Tallahassee, Langston shall provide Client with the most accurate, up-to-date grantsmanship information and resources available.
- g. **BI-WEEKLY SMARTGrants E-MAIL ALERT.** Langton/IN REM shall send this document to all City staff with potential grant projects and will detail federal, state, and foundation grant opportunities announced the previous week.

3. In exchange for Langton/IN REM performing these services as established herein and devoting agency time, Client agrees to pay Langton/IN REM the sum of \$60,000.00 to be paid in twelve (12) equal installments of \$5,000.00 per month. Client agrees that payment herein shall be made monthly by the 10th day of the following month after the invoice rendered by Langton/IN REM. This fee is inclusive of travel to and from the City of Key West and grant application production costs.

4. Langton/IN REM agrees to devote the necessary time and performance of duties for Client, and shall report to the City or its designee on all matters concerning this agreement and the discharge of its scope of services. This contract may be cancelled by either party without cause with 30 days written notice to the following:

- A. As to Langton/IN REM Associates:
Michael Langton/IN REM
President
4830 Atlantic Boulevard
Jacksonville, Florida 32207


B. As to City of Key West:
Bob Vitas
City Manager
3132 Flagler Avenue
Key West, Florida 33041

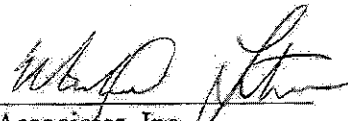
5. Extension of Agreement. This Agreement may be extended on an optional basis at the end of the term for two (2), one (1) year periods upon mutual agreement of the parties.

6. Attachment A. Insurance and Indemnification.

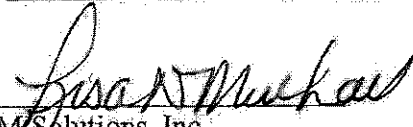
WHERETO, the parties have set their hands and seal effective this 10 day of April 2013.

ATTEST:



By: 
Langton Associates, Inc.
Michael Langton/ President

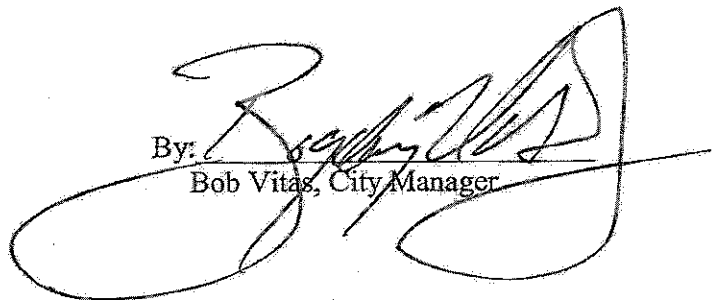
DATE: 4/9/13

By: 
IN REM Solutions, Inc.
Lisa Mulhall

DATE: 4/9/13

ATTEST:


MARK FINIGAN

By: 
Bob Vitas, City Manager

DATE: 4.10.13

ATTACHMENT A

INSURANCE

INDIVIDUAL / FIRM is to secure, pay for, and file with the City of Key West, prior to commencing any work under the Contract, all certificates for workers' compensation, public liability, and property damage liability insurance, and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Contract, the INDIVIDUAL/FIRM shall provide the minimum limits of liability insurance coverage as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate (Per Project)
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
	\$ 300,000	Fire Damage/Legal
Professional Liability	\$1,000,000	Per Claim / Aggregate
Additional Umbrella Liability	\$ 2,000,000	Occurrence / Aggregate

INDIVIDUAL / FIRM shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as an additional insured on all policies—excepting Professional Liability—on a PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11185) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of City of Key West on all policies. INDIVIDUAL/FIRM will maintain the Professional Liability, General Liability, and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the additional insured endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

Notwithstanding any other provision of the Contract, the INDIVIDUAL / FIRM shall maintain complete workers' compensation coverage for each and every employee, principal, officer, representative, or agent of the INDIVIDUAL/FIRM who is performing any labor, services, or material under the Contract. Further, INDIVIDUAL / FIRM shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

If the work is being done on or near a navigable waterway, INDIVIDUAL / FIRM's workers compensation policy shall be endorsed to provide USL&H Act (WC 00 01 06 A) and Jones Act (WC 0002 01 A) coverage if specified by the City of Key West. INDIVIDUAL / FIRM shall provide the City of Key West with a Certificate of Insurance verifying compliance with the workman's compensation coverage as set forth herein and shall provide as often as required by the City of Key West such certification which shall also show the insurance company, policy number, effective and expiration date, and the limits of workman's compensation coverage under each policy.

INDIVIDUAL / FIRM's insurance policies shall be endorsed to give 30 days written notice to the City of Key West in the event of cancellation or material change, using form CG 0224, or its equivalent.

Certificates of Insurance submitted to the City of Key West will not be accepted without copies of the endorsements being requested. This includes additional insured endorsements, cancellation/material change notice endorsements, and waivers of subrogation. Copies of USL&H Act and Jones Act endorsements will also be required if necessary. PLEASE ADVISE YOUR INSURANCE AGENT ACCORDINGLY.

INDIVIDUAL/FIRM will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. INDIVIDUAL/FIRM will notify City of Key West immediately by telephone at (305) 809-3811 any accident or injury to anyone that occurs on the jobsite and is related to any of the work being performed by the INDIVIDUAL/FIRM.

Indemnification

To the fullest extent permitted by law, the INDIVIDUAL/FIRM expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnitees") from liabilities, damages, losses and costs, including, but not limited to, 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, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the INDIVIDUAL/FIRM, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of INDIVIDUAL/FIRM's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

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 INDIVIDUAL/FIRM 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 INDIVIDUAL/FIRM or of any third party to whom INDIVIDUAL/FIRM may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE CAC No. Ext:	FAX CAC No:
	EMAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURED Design Professional Sample	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL SU R INSR (W/O)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS: COMP/DP AGG \$2,000,000 \$
GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> ISO <input type="checkbox"/> ILOC						
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			OMBINED (INGLE) LIMIT Per accident \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE Per accident \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			EACH OCCURRENCE \$,000,000 AGGREGATE \$,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> STY: 1 IJH- EL EACH ACCIDENT \$1,000,000 EL DISEASE- EA EMPLOYEE \$1,000,000 EL DISEASE- POLICY LIMIT \$1,000,000
	Professional Liability					Per Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

City of Key West
P.O. Box 1409
Key West, FL 33041-1409

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 2010 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED- OWNERS, LESSEES OR
CONTRACTORS -SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II -Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED-OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**EARLIER NOTICE OF CANCELLATION
PROVIDED BY US**

Number of Days Notice 30

For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of cancellation is increased to the number of days shown in the Schedule above.

If this policy is cancelled by us we will send the Named Insured and any party listed in the following schedule notice of cancellation based on the number of days notice shown above.

Schedule

Name of Person or Organization

Mailing Address

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24040509

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8, Transfer Of Rights Of Recovery Against Others To Us of Section IV—Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement
Insured

Effective Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

we 000313
(Ed. 4-84)

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.

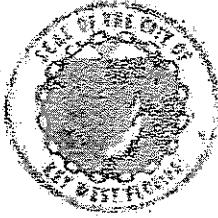


CRAIG CATES, MAYOR

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 33641-1409 (305) 899-3700

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 1/2" 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 Orvia 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

Assistant 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

381738

GRANT WRITING SERVICES

REP 002-13

EVALUATOR: FINIGAN, MACK

PROPOSER: LANGTON / REM

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:

→ Grant Depth / Ability to Draw from many internal sources

→ Almost all grant writers assigned have significant experience on similar type grant opportunities at the City of King, Wash

→ Pricing is "All in". No other fees/responses or cap on the # of applications submitted.

→ Monthly e-mail notifications for grant opportunities.

→ Well established

GRANT WRITING SERVICES

RF# 002-13

AS

EVALUATOR: FINGRAN, MARK

PROPOSER: WILSON 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. Most of important applications may be compromised. "One person" shop.

* May have difficulty in sourcing local opportunities. Most of Mark's experience appears to be with agencies that have already identified local.

* Only have limited funds of ~~2,000~~ 1,000 (CA Bank). Many exceed 1,000 but would need to pay for it.

GRANT WRITING SERVICES

RFP 002-13



EVALUATOR: ~~CDM~~ MARK FINIGAN

PROPOSER: CDM

EVALUATION CRITERIA:

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

Notes:

→ Only 3 Grants for set amount.
CRF generally applies for many
more than 3. Many are small
grants / though important.

GRANT WRITING SERVICES

REP 002-13

EVALUATOR: Alison Higgins

PROPOSER: ~~XXXXXX~~ Logan

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~~ 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 ~~exp~~ level of exp to 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)	<u>17</u>
Program Approach (Max Points 20)	<u>17</u>
Familiarity With Local Area (Max Points 10)	<u>10</u>
Cost Proposal and Pricing Methodology (Max Points 35)	<u>30</u>
References (Max 10 Points)	<u>10</u>

Total Points Assigned

84

Notes:

~~Good~~ Great references, great example narratives

Probably not enough ~~of~~ 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: Wright CDM

EVALUATION CRITERIA:

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

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 FOR D

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 FEEDS

Not suited for wide range of grants (small,

~~heavy on DOT projects~~ community, historical, non profits...

GRANT WRITING SERVICES

RFP 002-13

EVALUATOR: Roger W. Henberg

PROPOSER: Langston - IN REM

EVALUATION CRITERIA:

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

Total Points Assigned 82

Notes:

well rounded approach, varying levels of state, fed, participant
numerous state, municipal & county clients
previous exp. of RW experience

GRANT WRITING SERVICES

RFP 002-13

EVALUATOR:

Ragos W. H. [unclear]

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 quotes explicitly provided in file

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)		89%			84%			82%		
		Langton Associates, Inc.			Writers at Large			CDM Smith, Inc.		