

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

**Title:** **Consultant-Grant Writing Services**

**Contract Period:** January 1, 2023 through December 31, 2023 with 4 one-year options  
Extended through 12/31/24 w/3-1 year options  
Extended through 12/31/25 w/2-1 year options  
**Extended through 12/31/26 w/ 1 year option**

**Original Date of Issue:** September 26, 2022

**Date of Revision:** 03/19/26

**RFP No:** **RFP-RC-2022-030**

**Ordering Method:** **Special Request**

**Authorized Users:** County Agencies, All Political Subdivisions

**Address Inquiries To:**

**Name:** Sabrina Samuels  
**Title:** Assistant Director  
**Phone:** 845-364-3807  
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**E-mail:** [samuelss@co.rockland.ny.us](mailto:samuelss@co.rockland.ny.us)

**Description**

This contract is for a consultant to provide grant writing services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP-RC-2022-030	0000024505	Millennium Strategies LLC 60 Columbia Road Building B, Suite 230 Morristown, NJ 07960 Contact: Ed Farmer efarmer@m-strat.com	973-226-3329  <b>FAX: 973-226-3399</b>



Edwin J. Day, County Executive

**CONSULTANT – GRANT WRITING SERVICES**

**RFP-RC-2022-030**

### **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide consulting and grant writing services. It is anticipated that this RFP may result in a contract award to a single provider.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

### **BACKGROUND**

- The County has contracted with grants consultant, Millennium Strategies, LLC commencing on January 1, 2018 to provide grant consulting services to the County of Rockland which provided for the following services:
  - Evaluation of the County's current funding efforts
  - Notification of available governmental and non-governmental funding opportunities, research, preparation, submission and appropriate follow up for all targeted governmental and non-governmental funding applications
  - Maintenance of system to track grant programs
  - Representation of County of Rockland as a liaison with appropriate grant officials both private and public.
  - Attendance at designated meeting as requested

This contract will expire on December 31, 2022. The County will accept proposals to secure a Grant Writing Consultant to provide grant writing, grant research and strategic and policy assistance to County Agencies. It is the County's expectation that the successful proposer will begin providing services on January 1, 2023.

Attached are the annual activity reports performed by Millennium Strategies, LLC commencing on 2018 through 2021.

The Grants Consultant selected through this RFP will be expected to assist County agencies in developing an annual Grant Strategic Planning process.

### **ISSUING OFFICE AND RFP REFERENCE NUMBER**

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of (requesting agency). The reference number for the transaction is Solicitation # (inserted by Division of Purchasing). This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.



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### **PURCHASES BY OTHER LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES**

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

### **SUBMITTING YOUR PROPOSAL**

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Proposals must be submitted electronically through the County's Bonfire Request for Proposal Portal. Please refer to the instructions titled: [Proposal Submittal Procedures](#) for instructions on submitting your proposal electronically.

When submitting (uploading) a proposal electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.



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### **LENGTH OF CONTRACT**

The Contract resulting from this RFP will be for a period of: One (1) year with the four (4) additional one (1) options.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

### **CONTRACT TERM – RENEWAL**

In addition to any stated renewal periods in the Contract, any contract or unit portion thereof let by the Director of Purchasing may be extended by the Director of Purchasing for an additional period(s) of up to one year (cumulatively) with the written concurrence of the Contractor.

### **PRICE GUARANTEE PERIOD**

The proposed price and/or hourly rates must remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option years of the contract, the Offeror may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) must be submitted thirty (30) days in advance of the anniversary date; in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in applicable CPI Index for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

### **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include the County's Standard Terms and Conditions for Professional Service Contracts included in the RFP. Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions to the RFP Terms and Conditions, and/or the Standard Terms and Conditions for Professional Service Contracts must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

The County retains the right to refuse to negotiate on exceptions should the exceptions be excessive and not in the best interest of the County.

If negotiations are required, contractor must provide all documents in Microsoft WORD format for redline editing. Offeror must provide the name, contact information, and access of the person(s) that will be directly involved in legal negotiations.



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### **SCOPE OF WORK**

The proposal shall outline a plan and budget to provide grant writing assistance which shall include research, evaluation, grant writing, facilitation, technical assistance, and preparation of various reports to County agencies for a variety of Federal, State, and national and local foundation grant opportunities. The County is seeking a grant writing consultant to assist county agencies with all aspects of the grant writing process. The County relies on the grant writing consultant's expertise and experience, as some County departments do not have dedicated grant writing staff. The successful proposer will perform in a professional manner the following services

- Research, preparation, submission and appropriate follow up for all targeted governmental and non-governmental funding applications and the maintenance of an accurate system to track grant programs.
- Write grants for County agencies. These grant opportunities may be from Federal, State, corporate, national or local foundation grant opportunities. Consultant will assist with evaluation plans, and obtaining data needed to support proposals.
- Demonstrate success in winning grants from a wide variety funding sources.
- Conduct an assessment of grant opportunities targeting the strategic grant priorities outlined in the County's development strategy.
  - Provide review services of grants that are prepared and identified by the County. The purpose of such a review process is to improve the grant document and give constructive criticism or improvement.
  - Provide technical assistance with the grant seeking and management process such as assistance with DUNS and SAM registration.
  - Proposer will dedicate a senior level Program Manager who will provide Grants Management, as needed and if required. Cost Proposal shall include additional cost structure for Grant Management Services. This cost will not be included in the evaluation.
  - Provide monthly detailed reports to the County's authorized representative and other interested parties on progress of grant writing services.
  - Maintain a list of all grant writers on staff and on contract, and update the county of any changes in a timely fashion.
  - Maintain a process of quality control and copy editing for all written documents submitted to the county, including draft documents.
  - Facilitate meetings, strategic planning sessions, and provide subject matter expertise on special projects as needed.



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**CONSULTANT – GRANT WRITING SERVICES**

**RFP-RC-2022-030**

- Ability to respond to County employees within one week upon request.

**TERMS OF SERVICES:**

The services to be performed will be undertaken immediately upon the execution of a contract between the County and the Proposer and completed in such sequence as to assure their expeditious completion in light of the purposes of the contract. Services by the selected proposer are anticipated to commence on January 1, 2023 and continue through December 31, 2023 with four (4) one (1) year options. All contracts, contract amounts, and extensions are contingent upon funding availability and performance.

**PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

**GOALS:**

The Grant Writing Consultant is seen as a critical partner in the success of the County's Grant Program. We rely on the consultant to help us in furthering the goals of County's plan from facilitating the planning session itself, to seeking grant opportunities that align with the stated goals, to writing the proposals, and providing policy and technical expertise related to the plan and the grant program.

**Goals of the Grant Writing contract include the following:**

- Research and evaluate a minimum of 45-50 grant opportunities quarterly and report accordingly.
- Write and submit grants resulting in an estimated success rate of 30% of grants submitted during the contract period.

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 1**

**RFP-RC-2022-030**  
**Grant Writing Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: We're a technical staffing firm, and we have supplied a fair amount of grant writers over the years. Would we be able to make a proposal to provide a contract grant writer on this RFP?

Response #1: Yes, your firm can submit a proposal, please review "Proposer Questions and Requirements" section of the RFP. The firm must address each question in this section and include the responses in the RFP response for a complete evaluation.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

8/8/22

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 2**

**RFP-RC-2022-030-Consultant- Grant Writing Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Under the section titled “Price Guarantee Period” (Page 4 of RFP), we noted that vendors who are awarded a contract must hold their pricing for the first contract period with no adjustments, however, during any of the additional four-year renewal options vendors may request an increase to their pricing for each contract year 30 days in advance of the contract renewal date. With that being said, do those price increases need to be reflected in the “Cost Proposal Form” included with our RFP submission or are those increases requested and negotiated between the vendor and the County during the 30-day period prior the start of subsequent contract periods?

Response #1: The price that must be submitted in the cost proposal is for the first one-year term of the contract. Any request for price increases will be required 30-days prior to subsequent contract years.

Question #2: The County outlines its insurance requirements (Page 20-25 of RFP) for all vendors within the RFP package. With that being said, I was not able to identify as to whether or not these certificates need to be supplied at the time of the RFP submission or are they required prior to the County entering into an agreement/awarding contract with the vendor?

Response #2: Insurance Certificates are not required to be submitted at the time of proposal submission, however, vendors must provide copies of required certificates within five (5) business days of notice of contract award.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM  
8/19/22