

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Consultant-Grant Writing Services

Contract Period: January 1, 2018 through December 31, 2018 with 4 one-year options,
Extended through December 31, 2019 with 3 one-year options,
Extended through December 31, 2020 with 2 one-year options,
Extended through December 31, 2021 with a one-year option
Extended through December 31, 2022

Original Date of Issue: January 1, 2018

Date of Revision: **December 21, 2021**

RFP No: **RFP-RC-2017-026**

Catalog: **Consulting Services**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquires To:

Name: Ann Marie Curley, CPPB
Title: Assistant Director of Purchasing
Phone: 845-364-3698
Fax: 845-364-3809
E-mail: curleya@co.rockland.ny.us

Description

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

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 17-026	0000024505	Millennium Strategies LLC 60 Columbia Road Building B, Suite 230 Morristown, NJ 07960 Contact: Ed Farmer efarmer@m-strat.com	973-226-3329 FAX: 973-226-3399

COST PROPOSAL

NOTE: A Total Proposed Fee shall be submitted

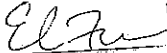
Firm Name: Millennium Strategies LLC

Audit Description	Total Fee
Annual Fee to provide Grant Writing Services In accordance with the Scope of Work and Responsibilities outlined in this RFP	\$60,000
TOTAL FEE WRITTEN OUT IN WORDS Sixty Thousand Dollars and xx/oo	

I, Ed Farmer – President & CEO propose to provide the services as outlined in the Requirements of RFP-RC-2017-026 as per the prices provided above.

Ed Farmer – President & CEO

Name



Signature

12/13/17

Date

The cost proposal information shall be uploaded as one pdf. document on the Bonfire Portal. The Cost proposal shall not be included in your Technical Response to this RFP. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

- NOTE: 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.



Edwin J. Day, County Executive

Consultant – Grant Writing Services

RFP-RC-2017-026

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 for various Rockland County agencies. 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 contracted with grants consultant, Millennium Strategies, LLC commencing on June 15, 2017 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 15, 2017. 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, 2018.

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



Edwin J. Day, County Executive

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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 the County. The reference number for the transaction is Solicitation #RFP-RC-2017-026. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

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
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. 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 shall 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.



Edwin J. Day, County Executive

Consultant – Grant Writing Services

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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.



Edwin J. Day, County Executive

Consultant – Grant Writing Services

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- 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, 2018 and continue through December 31, 2018 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, CPPO
Director of Purchasing

ADDENDUM # 1
RFP-RC-2017-026
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.

1. Can we have copies or a link to the results of the work performed by Millennium Strategies:
 - a. The evaluation of the County's current funding efforts?
ANSWER: No, this is not centralized and it is not available at this time.
 - b. A copy of the maintenance system for the grant tracking (is this in excel, access or a proprietary software)?
ANSWER: It is their own tracking systems. We receive an activities report.
2. Can we have a list of the grants that the County has submitted in 2015, 2016, and 2017 – both successful and unsuccessful?
ANSWER: No, this is not centralized and is not available at this time.
3. Has there been a monthly or annual budget set?
ANSWER: No
4. Is it expected that some services (i.e. grant surveillance, development of memorandums, and assistance with the review of grants developed by others) will be billed hourly while other grants will be performed at a lump sum?
ANSWER: No, the grant research and writing as stated in the RFP will be an agreed annual cost for the service and paid monthly. The billable hours are for other grant management activities should these services be needed.
5. How many meetings will be required per month?
ANSWER: This will be determined based on grant activity
6. Many Counties have grant staff assigned in the Sheriff's Office as well as in the DA, Mental Health, and Social Services offices. Do you envision the projects under this contract to include them as well as other areas?
ANSWER: They will be included as appropriate based on the grant. It could be an enhancement to existing grant efforts.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

11/28/17