



**LEGAL NOTICE**  
**Advertisement for Request for Proposal**  
**For**  
**GRANT WRITING and MANAGEMENT**  
**City of Ingleside, Texas RFP EM-03-2018**

Notice is hereby given that sealed proposals will be accepted by the City of Ingleside. The purpose of the Request for Proposal (RFP) is for the City to acquire comprehensive grant writing consulting services, excluding FEMA grants. The plans, specifications and details are available for download on the City's website at <https://inglesidetx.gov/finance/bids-and-proposals/grantwriting>.

Proposals are to be addressed to the City Secretary marked "Sealed Proposal" with the proposal name "(RFP EM 03-2018) Grant Consulting Services" marked on the outside of the envelope. Bidders shall forward an original, a digital copy, and six (6) paper copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the City of Ingleside's City Hall at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing bidders and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Bidders are invited to attend the sealed proposal opening.

**PROPOSAL NAME:** GRANT CONSULTING  
**DUE DATE/TIME:** JULY 16, 2018 at 2:00 p.m.

**DELIVER TO:** Office of the City Secretary  
City of Ingleside  
2334 Hwy 361, Suite 162  
Ingleside, TX 78362

**MAIL TO:** Office of the City Secretary  
City of Ingleside  
P O Drawer 400  
Ingleside, TX 78362

Any questions relating to these requirements should be directed to Florencio Pena, City Manager at [fpena@inglesidetx.gov](mailto:fpena@inglesidetx.gov) or 361-776-2517.

All interested companies are invited to submit a proposal in accordance with the terms and conditions stated in the proposal. The City of Ingleside is an Affirmative Action/Equal Opportunity Employer and reserves the right to negotiate contract terms with any and all individuals or firms that submit proposals. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

**RESPONDENTS ARE STONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION**



Linnette Barker  
Interim Finance Director  
City of Ingleside, Texas  
Publish: Ingleside Index – June 27, 2018 and July 4, 2017

**REQUEST FOR PROPOSAL**  
For  
**GRANT WRITING and MANAGEMENT (RFP EM-03-2018)**  
**City of Ingleside, Texas**

**A. SCOPE of WORK**

The purpose of the Request for Proposal (RFP) is for the City to acquire comprehensive grant writing, management, and consulting services, including but not limited to:

CDBG Disaster Recovery Funds;  
EDA-2018 Disaster Supplemental Grants  
Rebuild Texas  
Private and Non-Profit Foundation Funds  
Financial and Grant Management  
Support

The scope of this RFP specifically excludes FEMA grant development and management.

Interested parties are asked to submit qualifications in response to the format of questions that follows. If you have any questions, please contact Florencio Pena, City Manager at [fpena@ingelsidetx.gov](mailto:fpena@ingelsidetx.gov). Answers to questions will be posted on the City website by July 9.

**B. ORGANIZATION and PERSONNEL**

1. *Describe the history of your company, date founded, ownership and any other business affiliations.*
2. *Describe your company's commitment to servicing the public sector.*
3. *Identify the types of grants primarily sought after by your company.*
4. *What distinguishes your company from other grant writing companies?*
5. *What efforts does your company make to keep grant writers informed of grants relevant to government?*
6. *Is your company a certified HUB, minority or woman owned?*

**C. HISTORICAL**

1. *Provide the number and types of grants currently awarded to local governments that your company managed the grant writing.*
2. *List your representative governmental clients and the length of time they have been clients.*

#### **D. REFERENCES**

1. *Identification of three (3) entities for which the proposer is providing or has provided Consulting Grant Writing Services, including the name, position, and telephone number of a contact person at each entity.*
2. *Provide references, if appropriate, from non-client organizations that can attest to the professional reputation of your company and its personnel.*
3. *Provide three (3) non-management public references regarding your companies training and consulting services.*

#### **E. FEES**

1. *Describe your companies' fee schedule. Please include a rate for each labor category proposed. (a) Is there a minimum fee? (b) What expenses would be covered through the fee structure?*
2. *Please provide a sample contract with compensation sections blank.*

#### **F. OTHER CONSIDERATIONS**

1. *Describe the training and educational services that your company would provide and your companies experience in this area. Include credentials of the individual(s) providing this assistance.*

#### **G. RECEIPT OF QUALIFICATIONS**

If your company is interested in being considered as a provider of Grant Writing Consulting Services for the City of Ingleside, qualifications must be received no later than 2:00 p.m. on July 16, 2018, at Bay Vista Center 2334 Hwy. 361, Suite 162, Ingleside, Texas 78362. Six (6) copies of the proposal and one (1) electronic copy must be sealed and clearly marked on the face of the shipping materials "Grant Consulting Services". No electronic submissions will be accepted. Submissions received after 2:00 p.m. on July 16, 2018 will not be opened or considered.

#### **H. RECEIPT OF QUALIFICATIONS**

##### **Tentative Schedule of Events**

June 12, 2018	Council Approval of Issuance of RFP
July 16, 2018	Deadline for Submission of Proposal
	Recommendation for Award July 24, 2018 to City Council
	Contract Executed within 5 business days

**Please note:**

The above schedule is tentative in nature. Dates listed are subject to change.

**I. RANKING CRITERIA:**

The following criteria will be used as a basis for the selection of the Grant Writing Consulting Service Company:

Qualifications of the Company	25
Qualifications of Staff	25
Relevant Past Performance	25
References	15
Cost Proposal	10
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TOTAL	100

**J. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. Service providers that intend to use subcontractors in providing any services within the Scope of Work must take the following affirmative steps:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.