



THE COMMISSIONERS OF ST. MICHAELS

201 BOUNDARY LANE
P.O. Box 206
ST. MICHAELS, MD 21663

SETTLED 1670-1680

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INCORPORATED 1804

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REQUEST FOR PROPOSALS (RFP) FOR GRANT WRITING/GRANT ADMINISTRATION SERVICES

A. INTRODUCTION

The Town of St. Michaels, located in beautiful Talbot County, Maryland, is seeking proposals from qualified firms/individuals to provide comprehensive grant writing/grant administration services for a variety of local, state and federal grant opportunities. The selected firm/individual will play a critical role in obtaining and administering grants to address a variety of projects including, but not limited to: Flood mitigation measures as a result of sea level rise; enhancement of recreational amenities in the community including new playground equipment, extension of the Town's nature trail and development of the newly acquired San Domingo Creek Park, a 7-acre waterfront park; and lastly, domestic water infrastructure improvements to address the replacement of lead pipes per new federal regulations. The selected firm/individual will serve on an "as needed basis, on-call basis" and charge for services either on a hourly rate or negotiated as a lump sum per grant project cost.

B. SCOPE OF SERVICES

The selected firm/individual shall perform the following Scope of Services for at least one year:

- a) **Grant Funding Research**-Conduct initial research to identify grant resources including, but not limited to, Federal, State, foundations, agencies and organizations that support the Town's funding needs in the categories stated above. In addition to the areas listed above, other areas may also be identified for potential grant funding.
- b) **Grant Proposal Development**- In coordination with the Town Planner and Town Administrator, provide general grant writing services associated with the completion of grant applications on behalf of the Town of St. Michaels. Each grant shall be approved

by the Town Commission before submitting the application and shall become property of the Town.

- c) **Grant Administration**-In coordination with the Town Planner and Town Administrator, provide general grant administration services to comply with all grant requirements including quarterly reports, reimbursement requests and tracking contractual requirements.

C. PROPOSAL SUBMISSION REQUIREMENTS:

Interested firms/individuals shall meet the following requirements and submit documentation for consideration:

- a) **Experience/Expertise**-The firm/individual shall have a minimum of three (3) years of experience providing grant writing/administration services.
- b) **Proven Track Record of Obtaining Grants**- The firm/individual shall have a proven track record of obtaining a variety of grant funding and creating complex grant applications from diverse funding sources. The firm/individual may be required to furnish satisfactory evidence that they are qualified and regularly have engaged in performing the services for which they are submitting a proposal.
- c) **Proposed Strategic Approach**- Outline the proposed strategy and approach to obtaining grant funding for St. Michaels.
- d) **Team Qualifications**- Describe the qualifications and experience of the individual or team members who will be directly involved in executing the proposed grant writing/administration services.
- e) **Fee Schedule**-The fee schedule shall be all inclusive and presented on an hourly basis.
- f) **References**- Include references from past clients or partners who can attest to the quality of your firm's/individual's work and professionalism.

D. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- a) **Experience/Expertise**- Demonstrated experience in grant writing and administration.
- b) **Proven Track Record of Obtaining Grants**- The firm/individual shall have a proven track record of obtaining a variety of grant funding and creating complex grant applications from diverse funding sources.
- c) **Strategic Approach**- Sound strategic approach and alignment with the Town's goals and objectives.
- d) **Team Qualifications**- Qualifications and expertise of the proposed project team members.
- e) **Fee Schedule/Budget and Cost-Effectiveness**- Reasonable and cost-effective proposed budget in relation to the scope of services.
- f) **References**- Favorable references and testimonials from past clients or partners.

E. ANTICIPATED SELECTION SCHEDULE

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- RFP Advertised June 16 and 23, 2024
- Proposal Due Date July 22, 2024 by 2:00pm
- Opening (with Town Clerk) July 22, 2024 at 2:00 pm
- Interviews (if needed) TBD
- Town Commission Discussion August 14, 2024
- Town Commission Bid Award TBD
- Commencement of Contract TBD

F. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide six hard copies of their proposals in a sealed envelope clearly marked: “Confidential: Town of St. Michaels Grant Writing and Administration Services”. Proposals shall be submitted by 2:00 p.m. on July 22, 2024, to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
201 Boundary Lane
St. Michaels, MD 21663

The Town of St. Michaels assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the Town by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as nonresponsive.

Proposals will be opened on July 22, 2024 at 2:00 p.m. at St. Michaels Town Office. Copies of this RFP are available for review at the St. Michaels Town Office and on our website at www.stmichaelsmd.gov

G. INQUIRIES

Questions concerning this RFP should be submitted to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
201 Boundary Lane
St. Michaels, MD 21663

Email: <mailto:rstraebel@stmichaelsmd.gov>

H. INFORMATION RELEASE

Proposers are hereby advised that the Town may solicit background information based upon all information, including references, provided in response to this RFP. By submission of a proposal, proposer agrees to such activity and releases the Town from all claims arising from such activity.

I. PUBLIC RECORDS

All proposals submitted are the property of the Town of St. Michaels and are thus subject to disclosure pursuant to the public records law.

Accordingly, proposals received and opened shall not be available for public inspection until after the Town has scheduled a public discussion at a Commissioners of St. Michaels Town meeting.

Proposers responding to this RFP do so solely at their own expense.

J. CONTRACT

The Town desires to enter into a professional services agreement, which includes all necessary grant writing/administration services, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to enter into a written agreement, which will incorporate this RFP and the awardee's proposal. Negotiations shall be limited to terms the Town chooses to negotiate, in the Town's sole discretion.

The Town reserves the right to negotiate a contract price that is fair and reasonable to the Town, as determined solely by the Town.

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations.

The Town of St. Michaels is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.