

**BOROUGH OF HIGHLANDS
REQUEST FOR PROPOSAL
GRANT WRITING & CONSULTING SERVICES**

Date Issued: December 4, 2013

Return Date & Time: December 31, 2013 at 10:00 a.m.

Return To: Carolyn Cummins
Borough of Highlands
42 Shore Drive
Highlands, NJ 07732

**REQUEST FOR PROPOSAL FROM INDIVIDUALS AND/OR FIRMS
INTERESTED IN PROVIDING GRANT WRITING AND CONSULTING SERVICES
FOR THE BOROUGH OF HIGHLANDS
FOR THE TIME PERIOD JANUARY 1, 2014 THROUGH DECEMBER 31, 2014**

The Borough of Highlands is seeking proposals from individuals and/or firms interested in providing grant writing and consulting services for the Borough. The Mayor and Council of the Borough of Highlands will select one or more individuals and/or firms to provide said services for the Borough. The selected individuals and/or firms shall be based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. and in accordance with the Resolution previously adopted by the Mayor and Council to secure such services through a fair and open process. In order to have a proposal considered by the Mayor and Council an interested individual/firm must provide evidence that they satisfy the minimum requirements for this position, as set forth in Section II of this document and that they otherwise comply with the proposal requirements set forth in the Borough of Highlands's NOTICE AND SOLICITATION OF PROPOSALS section of the Borough's web site.

SECTION I Scope of Services

Grant Writing and Consulting Services — individuals/firms responding to this RFP shall be able to demonstrate that they have the continuing capabilities to provide the following services:

1. Continually track and seek all appropriate Federal, State and private entity funding sources;
2. Grants/Project management capabilities;
3. Oversight of any administrative services necessary to meet grant requirements;
4. Needs assessment and development of a plan to identify funding sources for entities' objectives;
5. Track State and Federal legislative initiatives pertinent to entities' operations;
6. Attendance at regular, special and emergency meetings of the entities, if required;
7. Attendance at all other meetings that the entities deem necessary;
8. Preparation and/or review of reports and applications as requested by the entities; and
9. Review of all correspondence referred by the entities and preparation of correspondence on behalf of the entities, if requested.

SECTION II Minimum Qualifications and Response Requirements

In order for an individual/firm to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. The proposer, and the individuals assigned to provide these services, must demonstrate at least two (2) years' experience providing grant consulting/writing services as it relates to municipal entities in the State of New Jersey;
2. The individual/firm has sufficient staff to satisfy the scope of services described in this proposal; and
3. The individual/firm is in good standing within the State of New Jersey.

B. Minimum Requirements for Vendor Responses:

1. Interested parties wishing to provide a proposal in response to this solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document;
2. Proposals should be prepared simply and economically, providing a straight forward concise description of the individuals/firms capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
3. The full name of the proposer, the principal place of business and, if different, the place where the services will be provided;
4. Name of the key contact person;
5. A description of the business organization (i.e., sole proprietorship, corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
6. The number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management;
7. Proposer must demonstrate at least two (2) years of experience providing grant consulting/writing services as it relates to municipal entities in the State of New Jersey. Proposer shall provide a listing of all other engagements where services of the type being proposed were provided during the past two calendar years. Contact information for the recipients of the similar services must be provided. The municipality and the board of education may obtain references from any of the parties listed;
8. A description of services that will be provided to both entities, in addition to those set forth in Section I; along with a proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product;
9. The names, qualifications, professional certifications held, titles, experience and training of all persons who would be assigned to provide the services;
10. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey;
11. A description of any particular area(s) of expertise the proposer or proposer's staff may possess that has not been included in the response provided above;
12. A proposed budget based on the above outline of tasks, products and schedules for the full term of the agreement. Proposers shall submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through

hourly rates and what are the established rate(s). By submission of a qualification statement, proposer acknowledges and agrees to adhere to the fee schedule to be set by the entities at the time of awarding any contract for the subject services.

13. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
14. Confirmation of any appropriate federal and state licenses to perform activities;
15. Executed Disclosure Statement (form provided);
16. Executed Non-Collusion Affidavit (form provided);
17. Executed Affirmative Action Compliance Notice (form provided);
18. Executed Owner's Disclosure Statement (form provided);
19. Executed Hold Harmless Agreement (form provided);
20. Executed Americans with Disabilities Act of 1990 Language (form provided);
21. Executed Vendor's Information (form provided);
22. Executed Proposer's Affidavit (form provided);
23. Executed Disclosure of Investment Activities in Iran (form provided);
24. Proposer's New Jersey Business Registration Certificate;
25. The applicant shall provide the Borough of Highlands with an original and two (2) copies of its proposal.

SECTION III Basis of Award of Professional Services Contract

The Borough of Highlands shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough. The final determination will be based upon the most advantageous price and other factors to the Borough. The specific basis of award will include:

A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section II, paragraph A., and all of the information required under paragraph B are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section II.

B. Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Does the proposal document the necessary experience and reputation in the field of grant writing and consulting to successfully provide the services?
3. Does the proposal document the relevance and extent of qualifications, experience, reputation and training of personnel to be assigned?
4. Does the proposal display the proposer's knowledge of the two entities involved as well as the subject matter to be addressed under this engagement?
5. Relevance and extent of similar engagements performed?
6. Is the proposal complete and responsive to the specific requirements?
7. Has successful past performance of the firm and its principals been documented?

C. Management Criteria:

1. How well does the proposed scheduling timelines meet the entities' needs?
2. Does the firm document a record of reliability of timely delivery of deliverables?
3. Does the firm document municipal/State experience?
4. Does the firm document its availability to attend all scheduled/required public and special meetings?
5. To what extent does the firm rely on in-house resources vs. contracted services?
6. Is there the availability of in-house and contract resources documented?
7. Documentation of experience in performing similar work by assigned employees?

8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost — How does the cost compare to other similarly scored proposals?
2. Full Explanation — Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets.

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WIHTOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

ITEM	INITIALS
Executed Disclosure Statement (form provided)	
Executed Non-Collusion Affidavit (form provided)	
Executed Affirmative Action Compliance Notice (form provided)	
Executed Owner's Disclosure Statement (form provided)	
Executed Hold Harmless Agreement (form provided)	
Executed Americans with Disabilities Act of 1990 Language (form provided)	
Executed Vendor's Information (form provided)	
Executed Proposer's Affidavit (form provided)	
New Jersey Business Registration Certificate	
Disclosure of Investment Activities in Iran	
Original and two (2) copies of completed package.	

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Person, Firm or Corporation submitting Proposal: _____

Authorized Agent Name and Title: _____

Authorized Signature and Date: _____

DISCLOSURE STATEMENT

The attention of prospective proposer is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough of Highlands Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every proposer must disclose below, being a Borough of Highlands Officer or employee or whether an immediate family member is a Borough of Highlands Officer or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer's immediate family, or anyone having an interest in the proposer's business organization including their immediate family members, an officer or employee of the Borough of Highlands?

NO _____ YES _____

S _____

* President, Vice President or Signature of
Authorized Representative

Print Name

Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing, prior to the proposal opening date, to the Borough Clerk, Borough of Highlands, Shore Drive, Highlands, New Jersey 07732. (Kindly attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

NON-COLLUSION AFFIDAVIT

I, _____, of the City of _____, in the County of _____, and the State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____, of the firm of _____ the
(Title) (Company Name)

proposer making this Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said proposer has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action in connection with the above named project and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey, County of Monmouth, Borough of Highlands, relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I fully warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____
(Company Name)

S/ _____
* President, Vice President or
Signature of Authorized Representative

Print Name

Title

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

AFFIRMATIVE ACTION REQUIREMENTS

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:531 et seq. and N.J.A.C. 17:27

REQUIRED AFFIRMATIVE ACTION EVIDENCE

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten (10) calendar days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.

O R

2. A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

O R

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302).

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq.

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

(REVISED 4/10)

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at <http://www.state.nj.us/treasury/purchase/forms/inf016.pdf>)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

HOLD HARMLESS AGREEMENT

BETWEEN: The Borough of Highlands
 42 Shore Drive
 Highlands, New Jersey 07732

AND

Contractor's Name

Address — not a post office box

Telephone Number; Fax Number; & e-mail address

It is understood and agreed the Contractor is:

1. An independent Contractor and not an employee of the Borough of Highlands.
2. The Contractor agrees to indemnify and hold harmless the Borough of Highlands, its elected officials, and all of its officers, agents and employees from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorneys' fees to which the Borough of Highlands may be put for, or on account of, any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this contract, or by or in consequence of any neglect or omission of the part of the Contractor in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.
3. The Contractor shall hold the Borough of Highlands harmless for damages to the Contractor's equipment utilized during the term of this contract.

S/ _____
President, Vice President or Signature of Authorized Representative

Print Name

Title

Date

BIDDER'S AFFIDAVIT

THIS AFFIDAVIT IS PART OF THE PROPOSAL

State of _____

County of _____

I, _____, certify that I
(Print Name)

am the _____ of the business entity submitting this
(Title)

bid/proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the bid/proposal on behalf of the business entity; and that all of the declarations and statements contained in the bid/proposal document are true and accurate to the best of my knowledge and belief.

(Signature of Bidder)

(Date)

NOTARY:

Subscribed and sworn to before me at

this _____ day of _____ 2013

(Notary Public)

Commission Expires: _____

BOROUGH OF HIGHLANDS
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder/Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Borough of Highlands finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a bid/proposal:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Borough of Highlands under penalty of perjury. Failure to provide such will result in the bid/proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Proposer: _____	
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey and the Borough of Highlands are relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State and the Borough of Highlands to notify the State and the Borough of Highlands in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and/or the Borough of Highlands and that the State and the Borough of Highlands may at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____
Title: _____ Date: _____

DOCUMENT OWNERSHIP

This document was prepared by the Borough of Highlands (owner) and is provided solely to any vendor who has presented a written request for a copy of said document in order to participate in the proposal process. This document is not to be reproduced for distribution to other vendors regardless whether the vendor intends to charge, or not to charge, for said copy. Copies of this document are made available from the owner and there is no other agent authorized to distribute same.

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose any part or total of the interim or final work products, or make available to third parties, without the prior written consent of the owner.