



**TOWN OF LINCOLN  
GRANT WRITING & ADMINISTRATION SERVICES  
REQUEST FOR QUALIFICATIONS**

The Town of Lincoln, RI invites sealed bids from qualified individuals/firms for Grant Writing and Administration Services, in an effort to secure funding sources for the various Town projects and priorities. Procured funding will help the Town increase its ability to serve the community needs for infrastructure, capital and community improvement projects. The potential individual/firm would be expected to identify, research, and track funding opportunities, and prepare applications relative to, but not limited to, Federal, State (RIDEM, RIDOT, Office of Energy Resources, etc.) and private foundations.

The Purchasing Agent will receive sealed proposals and bids until **10:00 a.m. on Wednesday, February 8, 2023.**

The company selected for the above project shall be required to enter into a contract with the Town. Such contract shall require the submittal of insurance certificates.

The invitation to bid will be available online at <https://www.lincolnri.gov/DocumentCenter/Index/46> or at the Purchasing Office, Lincoln Town Hall, 100 Old River Road, Lincoln, RI 02865 between the hours of 8:30 a.m. and 4:30 p.m. Five (5) copies of the submitted qualifications and bids are to be placed in a separate and sealed envelope and clearly marked **Grant Writing & Administrative Services** and be addressed to John Ward, Finance Director, c/o Town of Lincoln, 100 Old River Road, P.O. Box 100, Lincoln, RI 02865. No proposals will be accepted after the date and time specified. The Town of Lincoln reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of the town of Lincoln. Individuals requesting interpreter service for the hearing impaired must request such service 72 hours in advance of this scheduled opening.

John Ward – Finance Director  
Town of Lincoln, RI

## **A. INTRODUCTION**

The Town of Lincoln is soliciting proposals for grant writing and administration services, in an effort to secure funding sources for the various Town projects and priorities. Procured funding will help the Town increase its ability to serve the community needs for infrastructure, capital and community improvement projects. The potential individual/firm would be expected to identify, research and track funding opportunities, and prepare applications relative to but not limited to, Federal, State (RI DEM, RI DOT, Office of Energy Resources, etc.), and private foundations.

The individual/firm should have skills and experience in successfully securing funding for the aforementioned sources and have experience in working with local, State and Federal officials, their agencies and departments. The individual/firm should have extensive experience and qualifications in grant management and Federal and State regulatory compliance.

## **B. SCOPE OF SERVICES**

As part of this contract, the scope of work shall include, but not be limited to the items listed below. It is the Town's expectation for the selected individual/firm to provide all of, but not limited to, the following services:

1. Work with the Town to establish projects and priorities in which to identify funding opportunities.
2. Conduct a needs assessment and develop a written plan to identify funding sources to help meet the Town's objectives.
3. Track and seek all appropriate Federal, State and private-entity funding source.
4. Manages grants and projects.
5. Oversee any administrative services necessary to meet grant requirements.
6. Track State and Federal legislative initiatives pertinent to the Town's operations.
7. Work with beneficiaries and local government staff to prepare timely grant applications.
8. Comply with all grant program mandates and documentation requirements.
9. Coordinate the financial draw down with the Town's Finance Director.
10. Represent the Town in front of State and Federal Committees, Agencies, Boards and Commissions to monitor and track new funding opportunities, while working closely with their respective staffs.
11. Attend regular, special and emergency meetings at the Town, if required.
12. Attend all other meetings that the Town deems necessary.
13. Prepare and/or review reports and applications as requested by the Town.
14. Review all correspondence referred by the Town and prepare correspondence on behalf of the Town, if requested.
15. Manage the process of submitting required post-award reports to funder(s) and assure that ongoing compliance is met.

### C. MINIMUM QUALIFICATIONS

In order for an individual/firm to be considered by the Town, interested parties submitting proposals must meet the following minimum requirements:

1. The proposer, and the individuals assigned to provide these services, must demonstrate at least five (5) years' experience providing grant consulting/writing services as it relates to municipal entities.
2. The individual/firm has sufficient staff to satisfy the scope of services as described in this proposal.
3. The individual/firm is in good standing within the State of Rhode Island.
4. The individual/firm has experience and knowledge of State of Rhode Island and Federal Agencies and Departments.
5. The individual/firm must maintain a comprehensive knowledge of the grant application process, grant management, and the administration of grants.

### D. INQUIRES

1. All questions must be submitted in writing through email by the deadline posted in the timeline. The Town will then provide responses to all potential vendors by posting an addendum on the town's website at <https://www.lincolnri.gov/DocumentCenter/Index/46>.
2. Inquiries concerning clarification on any portion of this RFQ should be made to:  
**Joshua Berry, Town Planner**  
**100 Old River Road**  
**Lincoln, RI 02865**  
[jberry@lincolnri.org](mailto:jberry@lincolnri.org)

### E. QUALIFICATION PROPOSAL

In order to assure the uniformity of submissions, each response to this RFQ must, at a minimum, provide the following information:

- A brief general statement describing your company and its ability to provide the indicated services.
- A statement describing the individual/firm's understanding of the Town's expectations and any anticipated potential challenges, the responder's approach to resolving these problems and any special assistance that will be requested from the Town.
- Provide grant writing administration experience including, but not limited to:
  - Amount of funding secured.
  - Respective funding source (state, federal or private).
  - Process to achieve funding.
- Experience and reference information
  - Current relevant experience with other municipalities in the New England area and more specifically within the State of Rhode Island.

- Provide names, qualifications, and resumes of all key personnel to be assigned to the Town as well as any sub-consultants that might be assigned to the Town.
- List as least five (5) references of other clients that you have performed similar services to - include name and telephone number of a person to contact.
  - Provide detailed results from the references indicating funding sources and the amounts of award.
- Knowledge of grant program mandates and documentation requirements.
- Geographic location and availability of the project team.
- Any deviation from these specifications must be noted with the proposal. The bidder shall provide a written basis for why the deviation must be accepted.
- List of all current and prior projects in which the individual/firm is involved in litigation and/or arbitration.
- List any prior services supplied to the Town of Lincoln and/or other Rhode Island Municipality.
- List of all projects that the proposed team currently has under contract.

**F. FEE PROPOSAL (To be submitted in a separate sealed envelope):**

The fee proposal should include the following information:

1. The fee proposal should contain all pricing information relative to items as described in this specification.
2. All costs and expenses should be included as part of the provided fee proposal including but not limited to travel, reproduction of documents, telephone, facsimile, and mailing.

**G. REQUIREMENTS**

1. No allowance shall subsequently be made on behalf of the successful responder by reason of any error or neglect on his or her part.
2. Bidders must guarantee that the services can be provided to the Town as specified in the proposal documents.
3. Proposals which do not, in the opinion of the Town, meet the specified requirements will not be accepted.

**H. EVALUATION CRITERIA**

- The Town will review and evaluate each submitted proposal in accordance with the requirements of this RFQ. The evaluation will include weighted criteria detailed below. If further information is desired, bidders may be requested to make additional written submissions or oral presentations/interviews to the Town.
- Proposals will be evaluated on the following:

		<b>Score</b>
1.	Company Information and Years in Business	20
2.	Required documents stated in RFQ	20
3.	Past performance and results	35
4.	Experience and references	25
	Grand Total	100

**I. CONTRACT AWARD:**

1. This project will be awarded after the authorization is given by the Town Council and/or to negotiate a contract. Therefore, the intention of ranking the interested individuals/firms through the proposed evaluation process is to award the project to the selected individual/firm based on qualifications rank/rating. If an agreement cannot be reached with the top ranked individual/firm, the Town reserves the right to terminate negotiations with that firm and begin negotiating with other qualified individuals/firms in order of rank, and so on, until an acceptable scope and agreement are reached. In the event that a contract award is made, but the contract is not executed, the Town does not guarantee that the contract will be re-awarded.
2. An individual/firm's submission of a proposal indicates acceptance of all the conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted.

**J. TIMELINE**

Request for Qualifications Issued	Date: January 25, 2023
Deadline for Questions	Date: January 31, 2023 by 4:30 pm
Addendum Posted if necessary	Date: February 1, 2023 by 4:30 pm
Proposal Due Date	Date: February 8, 2023 at 10:00 am

## BID PROPOSAL

TO: JOHN WARD, FINANCE DIRECTOR  
TOWN OF LINCOLN  
100 OLD RIVER ROAD  
P.O. BOX 100  
LINCOLN, RI 02865

WE, THE UNDERSIGNED, PROPOSE TO UNDERTAKE AND COMPLETE THE WORK PER ATTACHED SPECIFICATIONS FOR THE PRICE(S) STATED BELOW:

### Grant Administration and Writing Services

Description (hourly, weekly, monthly)	Price in Figures	Price in Words

ACKNOWLEDGEMENT OF ADDENDA: \_\_\_\_\_

DID YOU DEVIATE FROM THE SPECIFICATIONS IN ANY WAY: \_\_YES \_\_NO  
(IF YES, YOU MUST SUBMIT DETAILED DESCRIPTIONS OF ALL DEVIATIONS)

BY: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRINT NAME AND TITLE)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TELEPHONE)

\_\_\_\_\_  
(EMAIL ADDRESS)

## **TOWN OF LINCOLN GENERAL SPECIFICATIONS**

### **1. SUBMITTAL**

Sealed bids (proposals) will be accepted in the office of the Finance Director, Town Hall, Lincoln, Rhode Island, until the time indicated on the attached advertisement for bids, for the commodities, equipment or services listed in the specifications.

### **2. FORM OF BID**

Qualification Proposals shall be submitted separately from the bid proposal. Bid proposal shall be submitted on the bid form provided within the invitation to bid package. The bidder is to copy the form, fill it out, and submit one original and five copies.

### **3. SUBMISSION OF BIDS**

- a) Envelopes containing bids must be sealed and addressed to the Finance Director, Lincoln Town Hall, 100 Old River Road, P.O. Box 100, Lincoln, RI 02865 and must be marked with the name and address of the bidder, date and hour of opening, and name of item in bid call.
- b) The Purchasing Agent will decide when the specified time has arrived to accept bids, and no bid received thereafter will be considered.
- c) Any bidder may withdraw their bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
- d) Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from time of bid opening.
- e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid.
- f) Proposals received prior to the time deadline will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- g) Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

### **4. RHODE ISLAND SALES TAX**

The Town is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

### **5. FEDERAL EXCISE TAXES**

The Town is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

### **6. QUALIFICATION OF BIDDERS**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Town with all such information and data for the purpose as may be requested.

7. **ADDENDA AND INTERPRETATIONS**

**No interpretation on the meaning of the plans, specifications or other contract documents will be made to any bidder orally. Every request for such interpretations should be in writing and emailed to [jberry@lincolnri.org](mailto:jberry@lincolnri.org) by the end of day on January 31, 2023. Questions will be answered and an Addendum will be posted to the town website at <https://www.lincolnri.gov/DocumentCenter/Index/46> by the end of day on February 1, 2023.**

## **NOTICE TO VENDORS**

1. The Town Council shall award contracts to the most qualified bidder. The Town may consider the following during the evaluation period:
  - The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference;
  - The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - The quality of performance of previous contracts or services;
  - Previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - The quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - The ability of the bidder to provide future maintenance and service for the use of the subject contract;
  - The number and scope of conditions attached to the bid.
2. No proposal will be accepted if made in collusion with any other bidder.
3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with RI General Laws (as amended), Sections 7-1.1-99, 7-1.1-105, and 7-1.1-106.



4. The Town of Lincoln reserves the right to reject any and all bid(s).
5. Where prices are the same, the Town of Lincoln reserves the right to award to one bidder, or to split the award.
6. As the Town of Lincoln is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
7. In case of error in the extension of prices quoted, the unit price will govern.
8. The contractor will not be permitted to either assign or underlet the contract nor assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the Finance Director.
9. A certificate of insurance shall be required of a successful vendor.
10. All vendors doing business within the Town are subject to the requirements as stated in the code of Ethics as established by the Town Ordinance No. 92-15 (9/22/92).
11. No goods should be delivered or work started without a Purchase Order.
12. No grant application shall be applied for without the approval of the Town Administrator of the Town of Lincoln. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications.
13. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Town Administrator or his designee.
14. The Town requests that you submit one original and five copies of your bid.
15. Compensation to the contractor for professional services shall be based upon and measured by the following elements which are set forth below:
  - The successful bidder will submit to the Town of Lincoln an invoice for each completed project no later than the 2<sup>nd</sup> week of every month. This invoice will then be added to the Town Council agenda; the council meeting is the 3<sup>rd</sup> Tuesday of every month. Following the review and acceptance of the Invoice by the Town Council, a payment will be made to the Contractor within 30 days.
  - Additional Work. If, during the performance of this Agreement, other or additional services are required for this contract, the Town may order the Contractor to perform such additional services, payment to the Contractor for the same shall be as provided above. In order to be eligible for payment for additional services, Contractor must receive, prior to commencement of work, authorization from the Town of Lincoln.
  - Abandonment of Project. If the Town of Lincoln shall at any time during the performance of this Agreement, deem it necessary for the Town to abandon or involuntarily defer the work under this Agreement, the Contractor shall be entitled to compensation for any work uncompensated, work performed prior to such time. Or compensation shall be withheld if the Town deems the work performed of poor quality.

- Termination. In the event that either party shall default in its obligations to perform in accordance with this Agreement, the other party may demand, in writing to terminate this Agreement by giving 48 hours written notice.