

REQUEST FOR PROPOSAL
FOR
GRANT WRITING AND OTHER RELATED SERVICES

RFP09-631



Issued By:
Purchasing and Materials Management Division
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Website: <http://www.cityoforlando.net/admin/purchasing/index.htm>

Date of Issue: August 10, 2009
Due Date/Time for Receipt of Proposals:
Wednesday, September 9, 2009 at 2:00 p.m., Local Time, City of Orlando, FL

REQUEST FOR PROPOSAL INFORMATION

The Purchasing and Materials Management Division is the official source to obtain information relating to City of Orlando solicitations. It is incumbent on the Proposer to obtain solicitation and current award information prior to and after the scheduled opening date of a Request for Proposal. Information is updated daily as it becomes available. An award, or recommendation of award, may be made at any time after the scheduled opening date of a Request for Proposal. You may obtain award and other solicitation information in a variety of ways:

1. There are two Internet sites available to obtain RFP Selection Committee rankings and Request for Proposal award and other information:

A. Onvia by DemandStar's website:

http://www.demandstar.com/orlando/Bid_Info/BidInfo_Opening.htm

If you are interested in obtaining award information, copy and paste the above link into your web browser. From the pull-down menu at the top of the page, click on **"Awarded"** and then click on **"Search"**. Choose the Request for Proposal in which you are interested and click on **"Details"** on the far right hand side of the screen. Under the section titled **"Bid Status Text"**, you may view bid award information, including Selection Committee rankings and City Council dates.

B. City of Orlando Purchasing and Materials Management Division's Website:

<http://www.cityoforlando.net/admin/purchasing/index.htm>

You may also access the same Onvia by Demandstar information by visiting this Purchasing and Materials Management Division's website. Copy and paste the above link in your web browser. On the beige menu bar located on the left hand side of the page, under the **"Other Links"** section, click on the link **"View Current Bids"**, and then click on **"Current Bids"**. From the pull-down menu at the top of the page, click on **"Awarded"** and then click on **"Search"**. Choose the Request for Proposal in which you are interested and click on **"Details"** on the far right hand side of the screen. Under the section titled **"Bid Status Text"**, you may view bid award information, including Selection Committee rankings and City Council dates.

You may also receive award information by clicking on **"Other Links"** in the same beige menu bar, and then click on **"City of Orlando Bid Awards Report"**.

2. You may visit the Purchasing and Materials Management Division and obtain award information, bid packages, addendums, and other documents. Our office is located at:

City of Orlando Purchasing and Materials Management Division
City Hall at One City Commons, Fourth Floor
400 South Orange Avenue
Orlando, Florida 32801

3. You may also call the Purchasing and Materials Management Division at (407) 246-2291, during normal business hours, to request award and other solicitation related information.

We appreciate your interest in doing business with the City Beautiful and wish you much success with your business ventures.

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REQUEST FOR PROPOSAL FOR GRANT WRITING AND OTHER RELATED SERVICES

1.0 DESCRIPTION OF PROJECT:

The City of Orlando (the City) requests Proposals from interested and qualified Proposers to provide grant writing services for various departments, projects, programs and/or initiatives on an as-needed basis. Due to the City's needs and potential grant timeframes, it is the intent of the City to secure the services of one or more highly qualified firm(s) and/or independent grant writer(s) with experience and performance in successfully securing grant funding. The RFP Advisory Committee will rank the qualified firm(s) and/or independent grant writers(s) and make a recommendation as to the number of firm(s) and/or independent grant writer(s) to receive an award.

2.0 BACKGROUND AND STATISTICAL INFORMATION:

The City of Orlando is a 111.2 square mile area that covers a total of 71,140 acres. With its central location in the region and the State, Orlando is easily accessible from Interstate 4, Florida Turnpike, East/West Expressway and the Beach line Expressway.

The mission of the City of Orlando is to enhance the quality of life in the City by delivering public services in a knowledgeable, responsive and financially responsible manner. As such, obtaining grant funding is a critical and important function of the City of Orlando. Grants enable the City to leverage local public funds to maintain services, introduce new initiatives, gain technological advances and subsidize programmatic staffing. In recent years, grants and other types of financial assistance have become more competitive and scarce, while local sources of revenue have declined and unfunded government mandates have become more common. These circumstances call for professional grant writing services to maximize the City's ability to secure grant funding.

3.0 TERM OF AGREEMENT:

It is the intent of the City to award an Agreement for a twelve (12) month term to begin upon approval and execution by the City, with the opportunity for four (4) additional twelve-month renewal periods as determined to be in the best interest of the City.

4.0 PROPOSAL SCHEDULE:

The following is the scheduled calendar of events with important dates and times. Dates are subject to change by the Director of the Purchasing and Materials Management Division or designee, at their sole discretion. If the Purchasing and Materials Management Division determines that it is necessary to change these dates/times prior to the Proposal due date, the change will be announced via an addendum.

Action:	Date:
RFP Released	August 10, 2009
Pre-Proposal Conference	August 25, 2009 @ 10:00 a.m., Local Time
Cut-off for Questions by Respondents	August 27, 2009 @ 5:00 p.m., Local Time
Proposal Due Date and Time	September 9, 2009 @ 2:00 p.m., Local Time
Review and Evaluation of Proposals	September, 2009

5.0 **MINIMUM MANDATORY QUALIFICATIONS:**

The following minimum mandatory qualifications have been established. Subject to the City's right to waive minor irregularities, Proposers that do not meet the minimum qualifications will be deemed as non-responsive and will not be considered for further evaluation.

- 5.1 The Proposer must be actively in business performing similar services for at least two (2) years.
- 5.2 The Proposer must have a minimum of two (2) years experience working with Federal and/or State government grants.
- 5.3 The Proposer must have a minimum of one (1) year of experience working with local governments.
- 5.4 The Proposer must have a minimum of five (5) years experience writing grant proposals.
- 5.5 The Proposer must have a minimum of two (2) years experience with outcome based evaluation, or other evaluative methodologies.

6.0 SCOPE OF SERVICES:

The successful proposer(s), hereinafter referred to as “grant consultant,” shall provide general grant writing services associated with the development and completion of grant proposals. The City expects implementation of this service to begin in the Fall of 2009. Grant consultants may be periodically asked to provide:

- 6.1 Grant writing services to include preparation of grant proposals as identified on department grant plans and requested by departments on an as-needed basis for those opportunities that arise throughout the year.
- 6.2 Technical reviews of grant proposals written by City staff as requested.
- 6.3 Grant writing services to include preparation of a concept paper as directed and approved by the City’s Grants Development Supervisor.
- 6.4 Grant prospect research for special projects or initiatives as directed and approved by the City’s Grants Development Supervisor.
- 6.5 Funding advising services to include a written grant plan of creative and strategic recommendations of funding sources for special projects or initiatives as directed and approved by the City’s Grants Development Supervisor.

PROJECT ESTIMATES:

- 6.6 No work shall commence until receipt of a purchase order. The grant consultant shall provide a cost estimate for a particular project defined by the City including the estimated number of hours to complete the project and resources required. If approved, a purchase order will be generated.
- 6.7 After issuance of a purchase order, grant proposals which are:
 - not submitted within funding deadlines; or
 - not provided to the City’s Grants Development Supervisor for review and approval within five (5) full business days prior to application submission; or
 - funding proposals deemed to be incomplete or insufficient by the funding agency are not eligible for payment of services or reimbursement of costs. All materials produced to the City shall be works for hire and the City shall own the documents created pursuant to this RFP.

7.0 TECHNICAL REQUIREMENTS:

- 7.1 Grant consultant shall attend a grant consultant orientation meeting.
Deliverable: Grant consultant shall attend a grant consultant orientation meeting that will review the City’s policy and procedures at a mutually agreed upon date and time.
- 7.2 Grant consultant shall work with City departments in a client-focused manner, and meet with the Departments they are working with once per quarter, at a minimum.

Deliverable: Grant consultant(s) shall initiate contact and schedule quarterly meetings. Meetings with Department(s) shall be held a minimum of quarterly via the internet, telephone, or in-person with the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and the City's Grants Development Supervisor. The purpose of the quarterly meetings are to keep abreast of changing needs, new initiatives, new found proposal opportunities and quarterly review of additions or deletions to departmental grant plans. Consultant shall also work with departments to prioritize projects for funding assistance according to determined needs, availability of project match and project readiness. Quarterly meetings are a minimum requirement. However, ongoing and regular communication and interaction may be more frequent, depending on a number of factors such as the amount of grant writing activity, the relationship between the grant consultant and the Department and other factors that may necessitate a greater frequency of communication between the grant consultant and the Department.

- 7.3 Grant consultant shall inform the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and City's Grants Development Supervisor if they believe a particular grant opportunity is not worthwhile. This may happen for several reasons, including but not limited to the potential yield being too small, the grant being too competitive to warrant pursuit of the opportunity, not enough time to draft a quality grant proposal, or if the grant opportunity is not a good fit for the Department, etc.

Deliverable: Email to the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and the City's Grants Development Supervisor with justification and/or the reason the grant consultant believes the City should not apply for the grant as soon as the issue is discovered. The Department will make the final decision on whether to ultimately pursue the opportunity.

- 7.4 Grant consultant shall clarify written grantor guidelines and respond to questions raised about the grant by the Department as requested.

Deliverable: Grant consultant will confer with the grantor guidelines and/or program officer for the respective grant program to obtain the most current guidelines and information versus relying on past experience, since grantor guidelines may have changed since the grant consultant's last experience with a particular grant program.

- 7.5 Grant consultant must provide a minimum of two weeks' notice via email to the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and the City's Grants Development Supervisor regarding the date and location of application workshops sponsored by a grantor.

Deliverable: The grant consultant may attend application workshops when needed to learn about the grant opportunity, better understand the changes to a grant program, or if attendance at an application workshop is required to be eligible to apply for the grant. City staff shall attend in place of, or in addition to the grant consultant, especially in circumstances where travel to the grant application workshop is not cost effective.

The grant consultant shall email the information about the application workshop to the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and the City's Grants Development Supervisor, a minimum of two weeks prior to the application workshop.

- 7.6 Grant consultant must provide full disclosure on those grants where the assigned grant consultant is submitting a competing grant proposal for another client.

Deliverable: Notification shall be provided to the Department or Division Director, or designee, Department's Grants Oversight Committee Liaison(s) and the City's Grants Development Supervisor in writing or via email, by the date the grant consultant receives a purchase order. In the case of such a circumstance, the Department shall have the right to elect to not have the grant consultant write the grant proposal, select another grant consultant or complete the grant application themselves.

- 7.7 The grant consultant shall coordinate the creation of grant documents with City Departments.

Deliverable: The grant consultant shall coordinate the creation of grant documents which include: writing and managing the preparation of grant proposal/proposal documents, tracking the approval process and following up with the Department about any additional grantor requirements or information needed to obtain funding.

- 7.8 Grant consultant shall ensure each grant proposal prepared is well-crafted, unique, reader-friendly and complete.

Deliverable: Each grant proposal submitted shall be well-crafted and complete, avoiding cookie-cutter/cut and paste proposals to ensure each grant proposal submitted is as competitive as possible, while still meeting the grant proposal's criteria.

- 7.9 Grant consultant shall work to make each grant proposal prepared to be free of spelling and grammatical errors and in the format prescribed in the grantor's guidelines.

Deliverable: Grant proposals shall be proofread by the grant consultant. The grant consultant is responsible for making suggested edits, and ensuring the grant application is in the format prescribed in grantor guidelines.

- 7.10 Grant consultant shall allow sufficient time for grant proposal review prior to submitting the final grant proposal to the grantor.

Deliverable: Grant consultant should allow sufficient time between the development of grant proposals and deadline submittal dates. Final drafts of grant proposals must be sent for review to the City's Grants Development Supervisor at least five full business days prior to application submission. However, it is advisable to submit earlier drafts as early as possible.

- 7.11 Grant consultant may develop a concept paper for a project, program or initiative as directed and approved by the City's Grants Development Supervisor. In certain circumstances, grantors may require a concept paper before being invited to submit for a full proposal. There may be other circumstances that warrant the creation of concept paper, such as one that serves as a master proposal used to pursue multiple funding sources.

Deliverable: Unless otherwise defined by the grantor, a concept paper will include the following elements:

- *project title* – a short descriptive title
- *lead department & staff person* – name, telephone number, fax number and email address of the lead staff person who is responsible for coordinating the grant proposal(s) within a department
- *project/program description* – 150 word maximum
- *need for the project* – 150 word maximum
- *expected outcome* – 50 word maximum that clearly identifies the impact of the project or program
- *project/program timeline* – short description of timeline – for example, “January 2006 through March 2007”
- *similar past and current projects that have been funded, including the name of the grantor and fiscal year of the funding source* – 75 word maximum
- *total budget* – total cost of the project and specific list of line items to be funded
- *list of funders* – list of funders who will be pursued, amount requested from that funder tied to specific line items that will be requested from the funder(s), and respective grant deadline(s)

- 7.12 Grant consultant shall provide monthly progress reports.

Deliverable: Grant consultant shall provide monthly progress reports to the Department and City's Grants Development Supervisor using a prescribed format.

8.0 SERVICES OUTSIDE THE SCOPE OF WORK

- 8.1 Grant consultant shall not provide technical assistance relative to City contract management, grant management and administration process and/or policy and procedure to City staff.
- 8.2 Grant consultant shall not provide technical assistance relative to compliance with federal, state or private regulations, laws, grant guidance or other related grantor guidelines.
- 8.3 Reporting and other contractual requirements specified in the grant agreement.
- 8.4 Development, coordination and maintenance of the department's grant plan.

9.0 ROLE OF THE CITY DEPARTMENTS

- 9.1 Conduct ongoing research of grant prospects, maintenance of department's grant plan, thorough review of grantor guidelines, providing information to grant consultant for grant proposals and concept papers, reviewing and suggesting edits to grant application drafts, and responding to grant consultant information requests in a timely manner.

10.0 **SCOPE OF ACTIVITY**

The following is a list of City departments and examples of some of the types of projects and programs, and initiatives that are candidates for grants and other types of financial assistance. City initiatives are in *italics*. Please reference the City's website at <http://www.cityoforlando.net> for more information. Generally, grant projects are pursued individually by departments. However, some projects and initiatives cross multiple departments and may involve more than one department pursuing a grant application, and may require coordination and/or information from more than one department.

The estimated number of grants and financial assistance noted after each department is an estimate of the number of opportunities that may require the services of a grant consultant in fiscal year 2009-2010, and not a guarantee. Estimates for subsequent years will be provided to grant consultants annually.

- 10.1 **Economic Development** includes the following divisions: Business Development, Downtown Development Board, Community Revitalization Agency, City Planning, Permitting and Code Enforcement.

Representative Projects: encourage job growth, retention and expansion; enable youth programs focusing on health promotion and obesity prevention in at risk neighborhoods; downtown infrastructure renovation and improvements; *Pathways for Parramore*; *Get Active Orlando*; *Downtown Information Center*; *Main Street Program*; *Green Works Orlando*; *Orlando Venues*.

Typical grants & financial Assistance: Economic Development Transportation Fund; National Brownfields Program; Economic Development Assistance Program; Darden Foundation; StEPP Foundation; Home Depot Foundation and other prominent private foundations.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 5

- 10.2 **Families, Parks & Recreation** includes the following divisions: Parks and Recreation.

Representative Projects: land acquisition corresponding to the FPR Master Plan, construction, renovation, maintenance, hardening and other improvements for City parks and recreation centers; programming for youth and seniors in areas such as lifelong education, aquatics, after-school, tutoring, athletics, creative arts, cultural arts, leisure services, nature, recreation, senior activities, health, economic education, early learning, mentoring, etc.; *Mayor's Children and Education Initiative*, *Parramore Kidz Zone*, *Green Up*.

Typical grants & financial Assistance: Community Development Block Grant (CDBG); Florida Division of Cultural Affairs Arts & Education; National Council on Aging's Multi-Generational & Civic Engagement (MGCE) Initiative; State of Florida Department of Elder Affairs - Fixed Capital Outlay; Microsoft Unlimited Potential Grants; U.S. Forest Service Urban and Community Forestry Challenge Cost-Share Grant Program; Florida Communities Trust: Parks and Open Space Florida Forever Program; Florida Recreation Development Assistance Program (FRDAP); Home Depot Foundation Inc. - Awards of Excellence for Community Trees.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 30

10.3 **Housing & Community Development** is one department with no divisions.

Representative Projects: residential and commercial revitalization in distressed neighborhoods; infrastructure.

Typical grants & financial Assistance: The City receives and manages state and federal housing and urban development grants: CDBG, HOME, ESG, HOPWA and SHIP, but wishes to pursue and receive grants from both national and international private foundations that fund community development and revitalization projects.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 1

10.4 **Orlando Fire Department** is one department with one office: the Office of Emergency Management.

Representative Projects: fire and emergency management equipment and technology purchase and replacement, facility maintenance and improvements, building construction, various community programming, such as Citizen Corps and various fire safety initiatives.

Typical grants & financial Assistance: SAFER Grant; Assistance Firefighter Grant (AFG); Fire Prevention & Safety (FP&G); Emergency Operations Center (EOC) Grant Program (DHS/FEMA); EMPA - Emergency Management Competitive Grant program.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 5

10.5 **Orlando Police Department** is one department with multiple bureaus.

Representative Projects: law enforcement equipment and technology purchase and replacement; facility maintenance and improvements; building construction; crime prevention; crime reduction and anti-gang initiatives; various youth and community programming, such as youth mentoring, gang prevention, various *Public Safety* initiatives.

Typical grants & financial Assistance: Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local Solicitation; Strengthening Youth Mentoring through Community Partnerships, Gang Prevention Coordination Assistance Program.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 2

- 10.6 **Orlando Venues** includes the following venues: Amway Arena, Bob Carr Performing Arts Centre, Florida Citrus Bowl, Tinker Field, Leu Gardens, Mennello Museum.

Representative Projects: facility development, maintenance and improvements; marketing; programming for cultural arts, educational outreach, exhibitions, festivals and corporate sponsorships.

Typical grants & financial Assistance: Florida Department of State Division of Cultural Affairs; United Arts General Operating Support (GOS); Orange County Florida Cultural Tourism Grant; Orange County Florida Cultural Facilities Grant; Culture Builds Florida Grant; various private and corporate foundations such as Target, Bank of America, Darden Foundation, etc.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 6

- 10.7 **Public Works Department** includes the following divisions: Wastewater, Streets & Stormwater, Solid Waste Management, Engineering, Capital & Infrastructure.

Representative Projects: Stormwater projects that provide pollution control and other water quality related programs; litter, graffiti, and beautification; water reuse opportunities by determining the potential application and requirements for using recycled water, along with other non-traditional waters in energy production; projects that increase opportunities for reclamation and reuse of wastewater; construction or rehabilitation of public infrastructure that serves private activity; expansion of recycling programs; *Green Works Orlando* programs and projects; *Keep America Beautiful* and various streets and stormwater outreach projects.

Typical grants & financial Assistance: Section 319 Nonpoint Pollution Source Grant; TMDL Water Quality Restoration Grant; SJRWMD Cost Share Grant; Economic Development Administration: Public Works and Economic Development Program; FDEP Renewable Energy Technologies Grant Program (Part B): Bioenergy Projects; U.S. Department of Commerce: Economic Assistance Program Grants (Part C): Public Works Facilities Assistance; U.S. EPA: Resource Conservation Challenge Grant Program.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 16

- 10.8 **Transportation Department** includes the following divisions: Transportation Planning, Transportation Engineering and Parking.

Representative Projects: roadway capacity extensions and improvements; rail line relocation and improvement; bicycle trail design and implementation; traffic control / Congestion Management System (CMS) improvements; sidewalk repair and safety programs; Intelligent Transportation System (ITS) including traffic control equipment, computerized control systems, traffic signals, signs; transit-related projects; parking; *Green Works Orlando*; *Orlando Venues*.

Typical grants & financial Assistance: Federal Transit Administration Grants (FTA); Orange County Arts & Cultural Affairs Cultural Facilities Funding; Capital Investment Program: Rail and Fixed Guideway Modernization; Transportation, Community, and System Preservation (TCSP) Program; Economic Development Transportation Fund (EDTF).

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 2

- 10.9 **Office of Business & Financial Services** includes Fleet Management, Facilities Management, Technology Management, Real Estate, Employee Safety and Health.

Representative Projects:

- Fleet Management – green fleet, retrofitting programs.
- Facilities Management – solar panels for water heaters at fire stations and recreation centers; ‘green building’ certification; structure repairs at Turkey Lake Pool and picnic grounds; repair and restoration of the Lake Eola Fountain; construction, renovation, maintenance, hardening and other improvements at the City’s Senior Centers and other City owned buildings.
- Technology Management – making internal GIS capabilities available outside of the City’s protected network.
- Real Estate – land acquisition.
- Employee Safety & Health & Wellness – employee safety, wellness and safety programs.

Typical grants & financial Assistance: National Football League Youth Football Fund Local Initiatives Support Corporation; The Kresge Foundation (Part C); Green Building Initiative; various private foundations; Hazard Mitigation Program; National Spatial Data Infrastructure (NSDI) Cooperative Agreement Program (Part E); Fifty States Initiative; Land & Water Conservation Grant; Florida Communities Trust; Parks and Open Space Florida Forever Program; Recreational Trails Program; Land and Water Conservation Fund Program; Public Works and Economic Development Program.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 10

- 10.10 **Executive Offices** includes the Office of Neighborhood & Community Affairs, Communications, Human Relations, City Clerk.

Representative Projects: neighborhood capacity development; volunteer program; additional funding for City sponsored grant programs, marketing and media campaigns.

Typical grants & financial Assistance: Compassion Capital Fund (CCF) Demonstration Program; AmeriCorps Program (Part I): States and Territories Without Commissions Program; various private foundations.

Estimated Number of grants & financial Assistance to be pursued in FY 2009-10: 3

11.0 NON-MANDATORY PRE-PROPOSAL CONFERENCE:

11.1 Date.

A **Non-Mandatory Pre-Proposal Conference** will be held at **The Purchasing and Materials Management Division, at City Hall at One City Commons, 400 South Orange Avenue, 4th Floor, Orlando, Florida on Tuesday, August 25, 2009 at 10:00 a.m., Local Time, City of Orlando, FL.**

11.2 Purpose.

The Pre-Proposal conference is intended to provide prospective Proposer(s) the opportunity to ask questions or receive clarification from City representatives of any requirements of this Request for Proposal. Representatives from the Purchasing and Materials Management Division and a technical representative from the using department will be present to discuss the project and answer questions.

11.3 Oral Interpretations and Addenda.

All interpretations and clarifications related to the Request for Proposal, or supplemental instructions will be in the form of a written addendum from the Purchasing and Materials Management Division. No oral interpretations or clarifications from City staff or other means will be considered binding unless in writing.

11.4 Clarification of Requirements.

To facilitate the clarification of requirements, it is strongly recommended that Proposer(s) submit all questions in writing, at least three (3) days prior to the pre-Proposal conference. Please complete the attached "Pre-Proposal Conference Attendance Notification Form" (Attachment "B"), include questions, if any, and return via fax to:

Connie Royer, CPPB, Purchasing Agent III
City of Orlando
Purchasing and Materials Management Division
City Hall at One City Commons

400 S. Orange Avenue, Fourth Floor
P.O. Box 4990
Orlando, Florida 32802-4990
Telephone: (407) 246-2367
Fax: (407) 246-2869

Email: Connie.Royer@cityoforlando.net

Website: <http://www.cityoforlando.net/admin/purchasing/index.htm>

12.0 PROPOSAL DUE DATE AND TIME:

12.1 Proposal Due Date.

Sealed Proposals will be received and date stamped at the Purchasing and Materials Management Division, not later than **2:00 p.m., Local Time, City of Orlando, FL, on Wednesday, September 9, 2009.** Proposals received after this date and time, will not be considered.

12.2 Public Opening.

Proposals will be opened and announced publicly in the Purchasing and Materials Management Division on the due date and time, or soon thereafter. The Proposer's name and verification of bond submittal, if applicable, will be publicly announced aloud at the Proposal opening.

12.3 Public Record.

Proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within ten (10) days after the Proposal opening, whichever is earlier.

13.0 PROPOSAL PREPARATION AND FORMAT:

13.1 Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected. To help facilitate the review process, properly label each section or tab to correspond with your submittal information.

13.2 Proposal Reproduction.

Please submit eight (8) total copies of the Proposal package as follows: (1) unbound original and seven (7) bound copies and an additional complete copy in electronic format, e.g. single CD_ROM or memory stick containing the submittal formatted to be read with Microsoft® software products or Adobe® PDF software.

13.3 Incurred Expenses.

The City is not responsible for any expenses which Proposers may incur in preparing and submitting Proposals called for in this Request for Proposal.

13.4 Proprietary Information.

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that Request for Proposals and the responses thereto are in the public domain. Proposers are requested to **identify specifically** any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. A generic notation that information is “confidential” is not sufficient.

Failure to provide the Purchasing Office with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Orlando and will not be returned to the Proposers. In the event of Agreement award, all documentation produced as part of the Agreement will become the exclusive property of the City.

13.5 Proposer's Certification.

By submitting a Proposal, the Proposer certifies that the Proposer has fully read and understands the Proposal method and has full knowledge of the scope, nature, and quality of work to be performed. The Proposer's Certification form is included with this Request for Proposal in Attachment “C” and must be completed and submitted with your Proposal.

13.6 Outline Format for Response.

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is requested that Proposals be organized in the manner as specified.

A. Title Page.

Provide the name of Proposer's firm, address, e-mail address, telephone number, name of contact person, date, and the subject: **REQUEST FOR PROPOSAL FOR GRANT WRITING AND OTHER RELATED SERVICES, RFP09-631.**

B. Table of Contents.

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal.

1. Limit to one or two pages.

2. Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the work.

3. Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

D. Minimum Qualification Documentation.

1. Provide documentation as required to verify the minimum qualifications as required. Documentation must be clear and specific.

E. General Information.

1. Name of Proposer; mailing address and phone number and e-mail address.
2. Name(s) of person(s) to be contacted for information or services if different from name of person in charge.
3. Business hours of Proposer.
4. State if Proposer's business is local, national, or international and indicate the business legal status (corporation, partnership, etc.). Please provide the State of incorporation or formation. Provide the date the Proposer was organized or incorporated.
5. Indicate whether the Proposer's business is a parent or subsidiary in a group of firms/agencies.
6. Provide the location of the office from which the work is to be performed and the number of professional staff employed at the office.
7. State if the Proposer's business is licensed, permitted and/or certificated to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

F. Standard Forms.

Attachment "C" of this Request for Proposal includes several documents that must be completed, signed and submitted with your Proposal. Please note that no more than one reference shall be from a City employee.

G. Proposer Experience.

Proposers shall submit a verifiable statement of experience providing similar services using the following format. If the Proposer does not possess any experience similar to the services required, please provide any pertinent information or experience you feel may qualify you for consideration of award. The statement of experience should be supported by the references listed on the Standard Form, Attachment "C".

1. A narrative of the firm / independent grant writer's experience in providing similar services and areas of expertise as outlined below.
 - 1.1. grant writing services

- 1.2. performing technical reviews of grant proposals
- 1.3. preparation of concept papers or master proposals
- 1.4. grant prospect research
- 1.5. funding advising services to include a written grant plan of creative and strategic recommendations of funding sources for special projects or initiatives
- 1.6. outcome based evaluation, or other evaluative methodologies utilized in grant funded programs
- 1.7. community collaboration and partnerships
- 1.8. working with grant / development plans
2. Number of years the firm / independent grant writer has been in business providing the requested services.
3. Number of years experience the firm / independent grant writer has in the field of the requested services.
4. A description of the competitive advantage and/or added value the City will receive from the firm/independent grant writer.
5. A description of the project management methodology to include: allocation of staff, management methods, proposed use of subcontractors or subconsultants, commitment to project completion within time and budget constraints.
6. A description of the background/experience of the person or persons who will be primarily responsible for directing the work that will be performed pursuant to this proposal. This question is intended to encompass the project manager who will be engaged with the respective department(s) on a routine basis and directing the performance of the work.
7. A description of the approach the firm / independent grant writer and key staff who will be performing the work intend to use to engage City department staff.
8. A description of the approach the firm / independent grant writer and key staff who will be performing the work intend to use to encourage collaborative efforts and community partnerships in the pursuit of grant funding.
9. A description of the firm / independent grant writer, and key staff's performance in writing grant proposals that have been funded. Include a list of each grant awarded, nature of project, and total dollar amount funded for the past 3 years.
10. The firm's / independent grant writer's average win rate for the past 3 years, expressed numerically, i.e., 1 in 6, and by percent, i.e., 17%.
11. A list of the names and titles of the key staff, who will be performing the work, relative to the departments, representative projects and typical grants and financial assistance outlined in the Scope of Activity.
12. Provide a list of all anticipated subcontractors and/or subconsultants, the nature of their work and the reason for the subcontracting and/or

subconsulting relative to the departments, representative projects and typical grants and financial assistance outlined in the Scope of Activity.

13. Resumes of the principles of the firm / independent grant writer, and of key staff who will be performing the work. Please identify the principles of the firm, the project managers or supervisors and the key staff who will be performing the work in the top margin on the first page of the resume.
14. Resumes of the subcontractors or subconsultants the firm / independent grant writer intends to use. If not using subcontractors, please indicate not applicable in your response.

H. Bankruptcy.

The Proposer shall state if they are involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.

I. Financial Stability.

Provide evidence of financial stability including financial statements. The City reserves the right to utilize Dun and Bradstreet financial reports for evaluation purposes.

J. Price Proposal Schedule.

A. Schedule.

Proposer's price shall be submitted on the "Price Proposal Form" in the format provided. Complete, and return with the Proposal, the Price Proposal included as Attachment "E".

B. Proposed Total Price. (Staff to Review for applicability)

Proposal should provide a fixed-fee price breakdown for meeting all service requirements and implementing each phase of the Scope of Work as outlined. Additionally, Proposal should provide hourly staff rates if additional work is required under the Agreement.

The chargeable services shall be included in the proposed total price including all labor customarily associated with delivery of the services contemplated by this RFP. Similarly, all expenses such as but not limited to travel, lodging, meals and telephone/faxes/copiers associated with delivery of the services contemplated by this RFP shall also be included in the total price.

There will be no separate reimbursement for such expenses under this total fee/total price arrangement.

Compensation shall be paid upon completion and acceptance of each components/phases/tasks of the project.

K. Examples of Grant Applications.

Provide three examples of grant writing efforts written by the key staff who will be performing the work. Include only those grant applications written in the past three years and indicate whether the application resulted in a win or a loss for the client in the top margin on the first page of each example.

L. Other.

Proposer may provide additional material and supporting documentation relevant to the evaluation criteria.

14.0 DELIVERY OF PROPOSALS:

Proposals are to be addressed as follows for either mail or hand delivery:

Ms. Rhonda Scott, C.P.M., CPPO, FCN, Division Manager
City of Orlando Purchasing and Materials Management Division
City Hall at One City Commons - 4th Floor
400 S. Orange Avenue
P.O. Box 4990
Orlando, Florida 32802-4990

14.1 Proposal Timeliness and Identification.

The City is not responsible for the failure of a Proposer or the Proposer's agent to submit responses in a timely manner or for a Proposal that is not properly addressed or identified. Sealed envelopes should be clearly marked with **name and number of the Request for Proposal and the Proposer's name, the address and telephone number.**

14.2 Proposal Binding.

All Proposals submitted shall be binding for one hundred eighty (180) calendar days following opening.

14.3 Conformance to Solicitation.

All Proposals submitted shall meet and conform to all material, mandatory requirements set forth in this RFP, provided that that nothing herein shall be deemed to limit the City's ability to waive minor irregularities without notice or the need to issue a written addendum.

If a Proposer desires to submit a Proposal which, if selected by the City, would require the City to waive, alter or omit a material, mandatory requirement set forth in this RFP, the Proposer must first submit a request to the City asking the City to amend the requirements of this RFP in the same manner provided for the submission of written questions by Proposers provided in the section of this RFP entitled "Questions Regarding Specifications or Proposal Process." If the City, in its discretion, agrees to amend, alter, or waive the requirement, the City shall issue notice to all prospective Proposers of the change in the form of a written addendum.

Any request to waive, alter, or amend a mandatory requirement of the RFP should be in the form of a written question that can be answered in an Addendum issued generally to all prospective Proposers. Please note, the City is not asking the Proposer to send in their Proposals prior to the submission date, but merely to request a waiver or amendment to a mandatory requirement necessary to allow submission of the intended Proposal.

14.4 Late Proposals.

Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the Proposals to the location designated for receipt of Proposals.

15.0 EVALUATION CRITERIA:

An Advisory Committee will be established to review all responsive Proposals. After Proposer's deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. A sample of the scoring matrix to be used by the Advisory Committee is included with this RFP as Attachment "D".

EVALUATION CRITERIA	
CATEGORY	POINTS
Understanding of project requirements.	10
Qualifications of the vendor including client references.	10
Experience and qualifications of the business and individual members of the team with similar projects.	20
Ability to perform the services in a timely manner.	20
Experience and quality of grant writing.	25
The degree of participation by qualified minorities subcontracts with Minority or Women Owned Business Enterprises.	5
Price Proposal.	10
TOTAL:	100

16.0 PROPOSAL ADVISORY COMMITTEE AND EVALUATION PROCESS:

16.1 Initial Review of Responses.

The Purchasing and Materials Management Division will perform the initial review of all Proposal submittals for preliminary qualification and documentation compliance.

This review process may include, but is not limited to, forms verification, professional licensing, references, past performance, and other relevant criteria.

16.2 Advisory Committee.

An Advisory Committee (hereinafter referred to as “the Committee”) consisting of at least five (5) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposal (RFP).

The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and other evaluation criteria as set forth in this Request for Proposal or as reasonably determined by the Committee.

16.3 Presentations.

The Committee reserves the right to require oral presentations from and conduct pre-award discussion and/or pre-Agreement negotiations with any or all-responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award.

Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

16.4 Opportunity for Presentations / Best and Finals.

A Proposal deemed to be responsible and reasonably acceptable to be selected, will be accorded fair and equal treatment with respect to discussion and revision of the Request for Proposal. Such revisions may be permitted after submission of Proposal and prior to award of an Agreement for the purpose of obtaining best and final offers.

16.5 Award Without Presentations.

The City may evaluate and award an Agreement based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

16.6 Ranking.

The Committee will evaluate and rank the Proposers as set forth in the preceding section entitled “Evaluation Criteria” and submit the proposed ranking to the Director of Purchasing after the conclusion of scheduled presentations, if any.

16.7 Authority to Award.

The Director of Purchasing has the authority to award Agreements with a dollar amount up to and including fifty thousand dollars (\$50,000.00); Agreements in excess of said amount shall be presented to City Council for final award.

16.8 Reserved Rights.

The City reserves the right to reject any and all Proposals, and to waive minor irregularities and informalities. The City further reserves the right to seek new Proposals when such a procedure is reasonably in the best interest of the City to do so. The City does not guarantee the award of any Agreement as a result of this solicitation process.

GENERAL TERMS AND CONDITIONS

17.0 QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS.

17.1 To ensure fair consideration for all Proposers, the City prohibits communication to or with any division office or employee during the submission process, except as provided below.

17.2 Additionally, the city prohibits communications initiated by a Proposer to **any** City Official or employee evaluating or considering the Proposal (**up to and including the Mayor and City Council**), prior to the time an award decision has been made. Any communication between Proposer and the City will be initiated by the appropriate City Official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the Proposal. Such communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

17.3 Any questions relative to interpretation of specifications or the Proposal process, shall be addressed in writing as indicated below, in ample time before the period set for the receipt and opening of Proposal. No inquiries, if received within ten (10) days of the date set for receipt of Proposal, will be given any consideration. Any interpretation made to prospective Proposers will be expressed in the form of an addendum to the specifications which, if issued, will be conveyed in writing to all prospective Proposers no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

17.4 It will be the responsibility of the Proposer to contact the Purchasing and Materials Management Division prior to submitting a Proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the Proposal.

Direct all inquiries to:

Connie Royer, CPPB, Purchasing Agent III
City of Orlando
Purchasing and Materials Management Division
City Hall at One City Commons
400 S. Orange Avenue, Fourth Floor
P.O. Box 4990
Orlando, Florida 32802-4990
Telephone: (407) 246-2367

Fax: (407) 246-2869

Email: Connie.Royer@cityoforlando.net

Website: <http://www.cityoforlando.net/admin/purchasing/index.htm>

18.0 ADDITIONAL INFORMATION.

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City. This includes information which indicates financial resources as well as ability to provide and maintain the system and/or services. Moreover, the City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation conducted by the Orlando Police Department.

19.0 ADDENDUM TO REQUEST FOR PROPOSAL.

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Director of Purchasing will furnish the revision by written Addendum. The Addendum Receipt Verification form included with this Request for Proposal in Attachment “C” shall be completed and submitted with your Proposal.

20.0 APPLICABLE LAW.

This Request for Proposal is issued in accordance with and shall be governed by the provisions and procedures of Chapter 7 of the City of Orlando’s Code which can be accessed online at: <http://www.cityoforlando.net/admin/purchasing/chapter7.htm>. Any appeal of matters relating to this solicitation must be filed in accordance with the requirements of Chapter 7 of the City Code.

21.0 AGREEMENT.

The Agreement that the City intends to use for award is included with this RFP as Attachment “A” for reference. While this Agreement contains standard legal language and is not routinely modified, any exceptions to this standard Agreement should be clearly indicated and Proposer understands that such exceptions may affect the evaluation of the Proposal submittal. Modification or alteration of resulting Agreement shall only be valid if mutually agreed to in writing by the parties.

22.0 EXECUTION OF AGREEMENT.

Unless such time is extended by the City, the successful Proposer shall, within fifteen (15) calendar days after Notice of Award is issued by the City of Orlando, Purchasing and Materials Management Division, sign and enter into an Agreement with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

23.0 RIGHT TO AUDIT RECORDS.

The City shall be entitled to audit the books and records of a Contractor or any sub-contractor to the extent that such books and records relate to the performance of such Agreement or sub-Agreement.

Such books and records shall be maintained by the Contractor for a period of five (5) years from the date of final payment under the prime Agreement and by the sub-contractor for a period of five (5) years from the date of final payment under the sub-Agreement unless a shorter period is otherwise authorized in writing.

24.0 FISCAL YEAR FUNDING APPROPRIATION.

24.1 Specified Period.

Unless otherwise provided by law, an Agreement for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the Agreement and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of Agreement. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by City Council of funds therefore.

24.2 Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the Agreement shall be cancelled and the Contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplies or services delivered under the Agreement or otherwise recoverable.

25.0 PROPOSER'S CERTIFICATION FORM.

Each Proposer shall complete the "Proposer's Certification Form" included with this Request for Proposal, and submit the form with their proposal. The form must be acknowledged before a notary public with notary seal affixed on the document. The failure of a Proposer to submit this document will be cause for rejection of the proposal.

26.0 PUBLIC ENTITY CRIMES.

A person or affiliate, as defined in §287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal to provide any goods or services to a public entity, may not submit a Proposal with a public entity for the construction or repair of a public building or a public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under an Agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.01 of the Florida Statutes for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

27.0 FLORIDA PROMPT PAYMENT ACT.

Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act.

28.0 INVOICES.

All invoices, in order to be classified as a proper invoice, shall be delivered to Accounts Payable, Finance Department, City of Orlando, 400 South Orange Avenue, P.O. Box 4990, Orlando, Florida, 32802-4990.

For purposes of billing submission and payment procedures, a "proper invoice" by a Agreement or, consultant or other invoicing party shall conform to the following process:

- A. a description (including quantity) of the goods and/or services provided to the City (or a party on behalf of the City) reasonably sufficient to identify it (or them);
- B. the amount due, applicable discount(s), and the terms thereof;
- C. the full name of the vendor, Contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;
- D. the Purchase Order or Agreement number as supplied by the City;
- E. an identification by Division, Office or Department of the party(ies) to whom the goods were delivered or services provided; and
- F. In order to be considered as a proper invoice, it must be based on (a) a proper delivery, (b) installation, or (c) provision of the goods and/or services acceptance by the City; and the vendor, contractor or other party who is supplying the goods and/or services has otherwise complied with all of the Agreement's terms and conditions and is not in default of any of them.

29.0 DISPUTE RESOLUTION.

In the event a dispute occurs between a Agreement or, vendor or other invoicing party ("invoicing party") and the City concerning payment of an invoice, the City Department, Office or Division which has the dispute along with a representative of the City's Purchasing and Materials Management Division and the invoicing party shall meet to consider the disputed issues.

The invoicing party shall provide to the City such material and information as the City may reasonably require. Any such procedure shall be initiated by either party notifying the other in writing of a dispute and stating with specificity its nature. This procedure shall commence not later than forty-five (45) days, and be resolved not later than sixty (60) days, after the date on which the proper invoice was received by the City. Any decision by the Director of Purchasing shall constitute the final decision of the City regarding these matters and shall be communicated in writing to the invoicing party within three business days after such decision.

If no decision is rendered within the time period as set out above, then a decision against the invoicing party shall be deemed to have been issued.

30.0 PROPOSER'S GUARANTEE.

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

31.0 INSURANCE/PERFORMANCE BONDS.

Insurance and/or Performance Bond coverage required by the Agreement or terms and conditions as set forth in this Request for Proposal must be in force throughout the term of the Agreement ("Agreement Term").

Should a Contractor fail to provide acceptable evidence of current insurance and/or a Performance Bond within seven (7) days prior to the expiration date of an insurance policy or bond at any time during the Agreement term, the City shall have the absolute right to terminate the Agreement without any further obligation to the Contractor.

The Contractor shall be liable for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the Agreement at the time of termination.

32.0 FLORIDA SALES TAX.

The City is a governmental agency and a political subdivision under Florida law. Purchases by the City under this Agreement are exempt from Florida sales tax: The City's tax exempt number is 85-8013390960C-6. No purchase made by any entity is qualified to be exempt other than those made directly by the City.

The City's sales tax exemption does not apply to goods and services purchased separately by a Contractor in connection with its fulfillment of its Agreement obligations. The Contractor shall be responsible for paying any taxes, fees or similar payments which are required to be paid in connection with the Agreement work.

33.0 DRUG-FREE WORKPLACE CERTIFICATION.

By submitting a Proposal in response to this Request for Proposal, the Proposer is certifying that their company is a drug-free workplace in accordance with Florida Statute §287.087.

34.0 AMERICANS WITH DISABILITIES ACT.

Persons with disabilities needing a special accommodation to participate in this proceeding should contact the Purchasing and Materials Management Division, City Hall at One City Commons, 400 South Orange Avenue, Orlando, P.O. Box 4990, Florida 32802-4990, telephone (407) 246-2291, not later than SEVEN (7) days prior to the date on which the accommodation is requested.

35.0 RECIPROCAL LOCAL PREFERENCE.

In the event the most responsive and responsible response to any Request for Proposal is by a Proposer whose principal place of business is in a county which grants a preference for the procurement of such goods or services to a vendor whose principal place of business is in such county, then the City may award a preference to the (next) most responsive and responsible Proposer having a principal place of business in the Metropolitan Statistical Area, (i.e., Orange, Seminole, Lake and Osceola Counties). Such preference shall be equal to the preference granted by the county in which the most responsive and responsible vendor has its principal place of business.

36.0 PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES.

At the option of the awarded Proposer, the submission of any Proposal in response to this Request for Proposal constitutes a Proposal made under the same terms and conditions, for the same Agreement price, to other governmental agencies including the State of Florida, and its agencies, political subdivisions, counties and cities.

Each governmental agency desiring to accept these Proposals, and make an award thereof, shall do so independently of any other governmental agency.

Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this Proposal.

37.0 FOREIGN CORPORATION.

In accordance with F.S. 607.1501, and provided an exemption is not available, a foreign corporation may not transact business in Florida until it obtains a certificate of authority from the Florida Department of State.

Foreign corporations may submit bids or Proposals prior to obtaining a certificate of authority from the Florida Department of State. A foreign corporation must be in compliance with F.S. 607.1501, prior to entering into an Agreement with the City of Orlando.

38.0 SUBCONTRACTORS.

The Contractor shall perform all of its obligations and functions under the Agreement by means of its own employees, or by a duly qualified sub-contractor, which is approved in advance by the City. In the event a subcontractor is employed, the contractor shall continuously monitor the subcontractor's performance, shall remain fully responsible to insure that the subcontractor performs as required and itself perform or remedy any obligations or functions, which the subcontractor fails to perform properly.

39.0 PURCHASING CARDS.

The City of Orlando has implemented a Purchasing Card Program to streamline our procurement process. In order to expedite payments to our suppliers, we are using The Bank of America VISA Purchasing Card rather than the traditional Field Purchase Order.

By making purchases with the Purchasing Card, we can more effectively control our procurement activities and achieve a significant cost savings over our current paper purchasing/payment system.

As one of the City of Orlando's valued suppliers, your business can also achieve cost savings results by accepting our Purchasing Card. Some of the identified supplier benefits of this Program are:

- Payment within 48-72 hours
- Direct electronic deposit to your primary banking account
- Increase in working capital
- Elimination of invoicing
- Reduced collection efforts
- Enhanced corporate relationships
- Reduced billing costs
- Enhanced reporting
- Increased sales as a "Preferred Supplier"

Additionally, you will be able to grow your customer base by accepting purchasing cards from other corporate customers as well as all major credit cards.

We encourage your acceptance of VISA so that you may enjoy the advantages of our Purchasing Card Program. The City's Purchasing Card system is controlled by the magnetic strip on the back of the card. This magnetic strip will provide needed accounting information to the City and will also restrict the use of the card to certain suppliers and limits set by the City. A magnetic strip card-reading terminal is necessary to perform this function. If you already accept VISA, you probably have such a terminal. If you do not accept VISA, please contact any bank that offers the VISA program. Payments made to the successful bidder or Proposer of this solicitation process will quite possibly be by use of a VISA Purchasing Card. Therefore, it is important that vendors doing business with the City accept VISA.

40.0 SOFTWARE LICENSES.

If this procurement involves the purchase of software products, then the following language is hereby incorporated:

The software products to be purchased or subsequently licensed hereunder shall contain no computer viruses, other 'containments', including any codes, or instructions that may be used to access, modify, delete, damage, or disable purchaser's computer system.

**ATTACHMENT “A”
THE AGREEMENT**

ATTACHMENT “B”

**PRE-PROPOSAL CONFERENCE
ATTENDANCE NOTIFICATION FORM**

PRE-PROPOSAL CONFERENCE ATTENDANCE NOTIFICATION

A Non-Mandatory Pre-Proposal Conference will be held at The Purchasing and Materials Management Division, City Hall at One City Commons, 400 South Orange Avenue, 4th Floor, Orlando, Florida on Tuesday, August 25, 2009 at 10:00 a.m., Local Time, City of Orlando, FL.

Please return this form by: **Monday, August 24, 2009.**

CITY OF ORLANDO
PURCHASING AND MATERIALS MANAGEMENT DIVISION
CITY HALL AT ONE CITY COMMONS
400 SOUTH ORANGE AVENUE - FOURTH FLOOR
P.O. BOX 4990
ORLANDO, FLORIDA 32802-4990
TELEPHONE: (407) 246-2291
FAX: (407) 246-2869

PLEASE CHECK:

_____ We plan to attend

Name of Representatives who will attend

1. _____
2. _____
3. _____

_____ A list of questions or statements for discussion at the Pre-Proposal Conference is attached on next page, title "Written Questions".

_____ We do not plan to attend, but will be submitting a response.

_____ We do not plan to attend and will not be submitting a response because:

Signature

Title

Name of Company

Date

WRITTEN QUESTIONS



Any questions relative to interpretation of specifications or the bid process must be addressed in writing. Questions may be submitted using this form, email, or letter; but no verbal inquiries, if received within ten (10) days of the date set for the opening of bids, will be given any consideration. Submit questions to the Purchasing Agent as identified in this Request for Proposal.

Only written answers and clarifications in the form of a written Addendum to the solicitation will be binding. Oral answers will not be authoritative.

SOLICITATION NUMBER: _____ **DATE SUBMITTED:** _____

SOLICITATION TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT NAME: _____ **PHONE:** _____

1. _____

2. _____

3. _____

4. _____

5. _____

ATTACHMENT "C"
STANDARD FORMS

STANDARD FORMS

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

1. PROPOSER'S CERTIFICATION
2. ADDENDUM RECEIPT VERIFICATION
3. REFERENCES
4. MINORITY/WOMEN OWNED BUSINESS ENTERPRISE PARTICIPATION

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.

IT IS THE PROPOSER'S RESPONSIBILITY TO CONTACT THE PURCHASING AND MATERIALS MANAGEMENT DIVISION PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ALL SUCH ADDENDA, AND RETURN EXECUTED ADDENDA WITH THE PROPOSAL. IF YOU HAVE DOWNLOADED THIS REQUEST FOR PROPOSAL FROM THE INTERNET, PLEASE ENSURE THAT YOU ALSO DOWNLOAD ALL SUCH ADDENDA.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates quoted in my Proposal. I agree that my Proposal will remain firm for a period of up to one hundred eighty (180) days in order to allow the City adequate time to evaluate the Proposals.

I agree to abide by all conditions of this Proposal and understand that a background investigation may be conducted by the Orlando Police Department prior to award.

I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the vendor/Contractor as its act and deed and that the vendor/Contractor is ready, willing and able to perform if awarded the Agreement.

I further certify, under oath, that this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Proposal for the same product or service; that no officer, employee or agent of the City of Orlando or of any other Proposer is interested in said Proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

Sworn to and subscribed before me

BY:

SIGNATURE

this _____ day of

_____, 2009

NAME & TITLE, TYPED OR PRINTED

Signature of Notary

MAILING ADDRESS/ OR IF DIFFERENT
YOUR PRINCIPLE PLACE OF BUSINESS

Notary Public, State of _____
Personally Known

CITY, STATE, ZIP CODE

-OR-
Produced Identification _____

() _____
TELEPHONE NUMBER

Type: _____

() _____
FAX NUMBER

DUNS Number: _____

Company Tax ID # _____
(The City only requires Company Tax Id numbers. The City is not requesting individual social security numbers.)

E-MAIL ADDRESS

ADDENDUM RECEIPT VERIFICATION

The undersigned acknowledges receipt of the following addenda to the Documents (Give number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE PROPOSAL PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

Company

Signature

Title

REFERENCES

Proposer shall submit as a part of the Proposal package, a minimum of three (3) of the most significant projects completed within the last three (3) years. No more than one (1) reference may be from a City of Orlando employee.

Project #1:	
Project Name:	
Type of Project/Service:	
Address:	
Contracting Agency:	
Contact Phone:	
Contract Amount:	Date Completed:

Project #2:	
Project Name:	
Type of Project/Service:	
Address:	
Contracting Agency:	
Contact Phone:	
Contract Amount:	Date Completed:

Project #3:	
Project Name:	
Type of Project/Service:	
Address:	
Contracting Agency:	
Contact Phone:	
Contract Amount:	Date Completed:

Project #4:	
Project Name:	
Type of Project/Service:	
Address:	
Contracting Agency:	
Contact Phone:	
Contract Amount:	Date Completed:

Project #5:	
Project Name:	
Type of Project/Service:	
Address:	
Contracting Agency:	
Contact Phone:	
Contract Amount:	Date Completed:

MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE PARTICIPATION IN SUBCONTRACTS

Chapter 57, Article II, Minority Business Enterprise (MBE), and Article III, Women-Owned Business Enterprise (WBE) of the Orlando City Code, establishes goals of 18% (MBE) and 6% (WBE), respectively, of the City's annual monetary value of contracts and subcontracts for supplies, services and construction to be awarded to Minority and Women-Owned Business Enterprises (M/WBE).

1. Policy:

It is the policy of the City of Orlando that MBEs and WBEs shall have the maximum feasible opportunity to participate in the performance of City subcontracts. As used in this RFP, the term "minority business" is defined as a business firm which is at least 51% owned and controlled by minority group members and which has been officially certified or recognized by the City as an MBE. The minority ownership must exercise actual day-to-day management and independent control. For the purpose of this definition, minority group members are Blacks, Hispanics, Asians, Pacific Islanders, Alaskan Natives, and American Indians. As used in this RFP, the term "women-owned business" means a business firm which is at least 51% owned and controlled by women and which has been officially certified or recognized by the City as a WBE. The women ownership must exercise actual day-to-day management and independent control. **Only those companies which are certified or recognized by the City on or before the date set for submittal of proposals may be utilized to meet the goals established by Chapter 57.** A listing of certified and recognized M/WBE's is available at:
<http://www.cityoforlando.net/admin/mbe/directory.htm>.

2. Submittal:

Proposals will be evaluated on the basis of MBE and WBE participation in subcontracts. Proposers are asked to complete the attached MBE/WBE Utilization Schedule listing the MBE and WBE firms to which work will be subcontracted, a description of the work being subcontracted, and the estimated percentage of the work being subcontracted to each MBE or WBE subcontractor. **Please note that even if your company as the Proposer to be the prime contractor on this work is currently a City certified or recognized MBE or WBE firm, the attached MBE/WBE Utilization Schedule should still be completed as points will be awarded based upon a Proposer's ability to meet the City's subcontracting goals for MBE and WBE participation.** The extent and meaningfulness of such participation will be reviewed. Submittals should be very specific and clearly document MBE/WBE participation. In order to receive points, the participation must be such that the firms are performing useful business functions according to custom and practice in the industry.

3. Reports:

The successful Proposer shall submit periodic reports of participation by minority and women-owned businesses in such form and manner and at such times as the City or the M/WBE Official may prescribe. Monthly status reports shall be provided to the M/WBE Official at the request of the MBE Office. At a minimum, the successful Proposer shall submit to the City within thirty (30) days of completion of all work performed under the contract a final report detailing the portion of the work

performed by City certified or recognized MBE and WBE firms and the percentage of work subcontracted to each.

If the successful Proposer fails to achieve the subcontracting participation percentages set forth in their proposal, the successful Proposer shall state the reason for such failure in its report to the City. For continuing contracts, the successful Proposer shall also submit such a report on an annual basis within (30) days of the anniversary date of the contract and upon expiration or termination of the contract. In the event that a successful Proposer fails to provide an explanation acceptable to the City as to why it was not able in good faith to achieve the anticipated level of MBE/WBE participation set forth in its proposal, the City may consider such failure in evaluating future responses to solicitations from the Proposer and in determining whether to renew any ongoing contracts with the Proposer. The MBE Office shall have the right to review and audit records, receipts and documents maintained by the Proposer, upon reasonable notice.

4. Plan Changes:

Any deviation from the proposed MBE/WBE participation by the successful Proposer must be reported to and approved in writing by the M/WBE Official. Deviations shall only be allowed for good cause. Failure to comply shall result in the City imposing penalties on the successful Proposer; such penalties may include suspension or debarment from obtaining future City contracts.

5. Miscellaneous:

There shall be no third party beneficiaries of the Minority Business Enterprise or Women-Owned Business Enterprise provisions of this Contract. The City of Orlando shall have the exclusive means of enforcement of Chapter 57 of the City Code and contract terms. No right of action for non-signatories of the Agreement is intended or implied. The City of Orlando is the sole judge of compliance and whether a good faith effort has been made under the City Code and the Contract. For further information regarding this program, please refer to Chapter 57 of the Code of the City of Orlando or contact:

Minority Business Enterprises Office
City Hall at One City Commons, 5th Floor
400 South Orange Avenue
Orlando, Florida 32801-3302
Telephone: (407) 246-2623

For the City's information, if your company is currently certified or recognized, please enter the certification number and the expiration date in spaces provided below or submit with your Proposal a copy of the notification received from the City stating that your company is recognized by the City as a Minority/Women-Owned Business Enterprise:

Business Name: _____

Certification Number: _____

Expiration Date: _____

MBE/WBE UTILIZATION SCHEDULE

MBE UTILIZATION

Subcontractor's Name and City Certification Number:	Description of Work to be Performed:	Estimated Percentage of Work :
1.		_____ %
2.		_____ %
3.		_____ %
4.		_____ %

TOTAL MBE _____%

WBE UTILIZATION

Subcontractor's Name and City Certification Number:	Description of Work to be Performed:	Estimated Percentage of Work :
1.		_____ %
2.		_____ %
3.		_____ %

TOTAL WBE _____%

ATTACHMENT “D”
WEIGHTED EVALUATION SHEET

EVALUATION OF PROPOSALS FOR RFP09-631

NO.	FACTOR	POSSIBLE POINTS	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E	FIRM F
1	Understanding of project requirements.	10						
2	Qualifications of the vendor including client references.	10						
3	Experience and qualifications of the business and individual members of the team with similar projects.	20						
4	Ability to perform the services in a timely manner.	20						
5	Experience and quality of grant writing.	25						
6	The degree of participation by qualified minorities subcontracts with Minority or Women Owned Business Enterprises.	5						
7	Price Proposal.	10						
TOTAL POINT VALUE		100						
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)								

DATE: _____

EVALUATOR: _____ OF _____
(print name) (print name of organization)

SIGNATURE: _____

ATTACHMENT “E”
PRICE PROPOSAL

TITLE OF REQUEST FOR PROPOSAL**PRICE PROPOSAL**

Please provide hourly rates for grant writing services, technical reviews, concept paper development, grant prospect research and funding advising services. Hourly rates shall be based upon the tasks outlined in the Scope of Work relative to the departments, representative projects and typical grants and financial assistance outlined in the Scope of Activity. The hourly rate shall be inclusive of materials, travel, lodging and other expenses.

Hourly rate for grant writing services \$_____ per hour.

Hourly rate for technical reviews of grant proposals \$_____ per hour.

Hourly rate for the development of a concept paper \$_____ per hour.

Hourly rate for grant prospect research \$_____ per hour.

Hourly rate for funding advising services \$_____ per hour.

If applicable, name and hourly rate for subcontractor and/or subconsultants:

Name(s): \$_____ per hour.

In addition, the proposer may provide a flat fee or retainer at which the proposer is willing to perform the services described in this request. This proposed flat fee or retainer shall also be inclusive of all materials, travel, lodging and other expenses.

Flat Fee: \$_____ annually.

Authorized Signature

Printed Name

Date