



## **REQUEST FOR PROPOSAL GRANT WRITING SERVICES**

### **SCOPE OF SERVICES**

The Village of Maywood is seeking to retain a Consultant to assist the Village in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications, program administration and delivery.

### **SERVICE PERIOD AND TERMS**

Contract will be for two (2) years from date of award.

Agreement Cancellation: The contract may be terminated by agreement or upon sixty (60) days notice in writing given by either party. If the Village exercises this right to terminate, the services allowed to be performed by second party during the remaining sixty (60) days shall be approved by the Village Manager. If the second party exercises this right to terminate, the consultant must attempt to complete as many projects pending as requested by the Village Manager.

### **PROPOSAL CONDITIONS & INFORMATION**

Proposals will be received by Village of Maywood until 4:00 p.m. on Tuesday, December 17, 2013. All proposals must be submitted in a sealed envelope and have original signature and date.

One (1) original and eight (8) copies of the proposal must be submitted to:

Village Clerk  
Village of Maywood  
40 Madison Street  
Maywood, IL 60153

Please mark on lower left hand corner of envelope: **“RFP-Grant Writing Services”**

Questions regarding this proposal must be submitted in writing to William Barlow at the above address or by fax (708) 681-8811 or email [wbarlow@maywood-il.org](mailto:wbarlow@maywood-il.org).

### **GENERAL SPECIFICATIONS**

All responses to this proposal for services shall be submitted on your form.

#### **A. Information to be Provided by the Contractor**

1. Provide an outline of your experience providing grant writing services, to include at a minimum the following:
  - Number of year's firm has been in existence.
  - Provide information on successful grant writing efforts including benefitting party, source, year of award, and dollar amount of grant award.
  - Provide a minimum of three (3) references from municipalities or other governmental entities for which you have provided grant writing services. Include the name of the

organization, brief description of the project, name of contact person and daytime telephone number.

- Certificate of existing insurance detailing the extent of professional errors and omissions and commercial general liability, automobile, and workers compensation coverage. Village has specified levels in Appendix C.
  - Indicate from where grant related services will be conducted.
2. Identify individuals who will be assigned to work with Maywood. Provide their background, directly related experiences and past successes.
  3. Provide a detailed description of how your organization will perform the following grant writing services:
    - a. Funding needs analysis;
    - b. Identification of appropriate grant resources;
    - c. Grant preparation process;
    - d. Grant review and approval process; and
    - e. Detailed time frame of whole process (a through d)
  4. Detail the basis of compensation for services. Fee basis should be an all inclusive, e.g. a base stipend and percentage or grant compensation (% of grant share for administration) upon successful award. You must provide a detailed price breakdown including fees itemized for the following staff: A) Senior staff; B) Professional staff; C) Clerical staff; and D) overhead.

## **B. Evaluation Criteria**

Proposals will be evaluated on the following criteria:

- Demonstrated knowledge of sources of grant funds available to municipal government;
- Demonstrated proficiency in obtaining funds;
- Demonstrated capability of grant management and completion;
- Consultant's qualifications and experience;
- Consultant's staff qualifications;
- Plan provided by Consultant for services;
- Adequacy of insurance coverage;
- Cost of services; and
- Relevancy of other information provided by Consultant

## **C. Interviews**

Interviews may be scheduled with selected prospective consultants as soon as possible after the proposal opening, to permit further evaluation and to allow the Village to inquire further into the Consultant's experience on similar projects, willingness to work closely with Village staff, through understanding of the various aspects of the project, ability to maintain a tight schedule and complete the project on time, within budget and other pertinent matters.

## **D. Award**

Award will be made to the Consultant that best meets Village of Maywood needs and requirements. All aspects of evaluation will be taken into consideration in awarding this contract. Cost of services will not be the final determination of most qualified, but will be considered as an element of the evaluation.

**E. Services Requested/Consultant’s Responsibilities**

The following are typical services and/or items that successful Consultant will be required to provide to Village of Maywood, if it is awarded the Contract, and should be addressed in each Consultant’s proposal.

1. Funding Needs Analysis – Work with Village staff to facilitate meetings with Village departments to assess the validity of current funding priority area, identify changes in funding priority areas, and identify new priority areas for funding.
2. Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Village’s funding needs and priorities in the following general areas by way of illustration but not limitation:
  - a. Community/economic development;
  - b. Criminal Justice technology and equipment;
  - c. Fire/emergency medical services technology and equipment;
  - d. Public Safety manpower cost supplement;
  - e. Housing Rehabilitation Programs; including purchase of foreclosed properties;
  - f. Infrastructure construction and maintenance including water, sanitary sewer, transportation related projects;
  - g. Homeland security;
  - h. Other government technology; and
  - i. Records Management.

On a regular basis, not less than monthly provide Village with summaries of potential funding opportunities. Summaries should include, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.

3. On-call Grant Research – In addition to the areas defined above, other areas may also be identified by the Village throughout the duration of the contract. The scope of work includes researching grant opportunities identified by the Village.
4. Grant Proposal Development – Provide general grant proposal writing services associated with the completion of grant applications on the behalf of Village of Maywood, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, is to be provided to Village of Maywood. Grant applications are generally approved by the Village Board of Maywood. The Board meets in regular session on the first and third Tuesday of each month. If Village Board approval is required, application materials shall be provided to the Village Manager’s office not later than the Wednesday before the meeting.
5. Program and Administration Delivery – Contractor will be required to provide grant

administrative services; including accounting, filing update reports, and recommending payments of grant proceeds to the Village.

6. Monthly Reports – the successful Consultant shall submit monthly reports to the Village summarizing the activities undertaken during the previous month.

**F. Village's Responsibilities**

1. The Village will reimburse the successful Consultant for expenses incurred on behalf of the Village pursuant to the agreed upon compensation plan.
2. Unless the consultant has alternate accommodations, the Village will furnish office space, office furniture and equipment, telephone and office supplies for use by the Consultant.

**NON-COLLUSION BIDDING CERTIFICATE**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party there to certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit, a bid for the purpose of restricting competition.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE #



## APPENDIX A

1. **NON-ASSIGNMENT CLAUSE:** This contract may not be assigned by the contractor of its right, title or interest there in assigned, transferred, conveyed, sublet or otherwise disposed of without the previous consent, in writing, of the Village and any attempts to assign the contract without the Village’s written consent are null and void.
2. **WORKER’S COMPENSATION BENEFITS:** In accordance with Illinois Statues, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.
3. **NON-COLLUSIVE BIDDING REQUIREMENT:** In accordance with State Statue, if this contract was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the Village a non-collusive bidding certification on Contractor’s behalf.
4. **RECORD-KEEPING REQUIREMENT:** the Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract for a period of six (6) years following final payment of the termination of this contract, whichever is later, and any extensions thereto. The Village Manager or any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to such books, records, documents, accounts and other evidential material during the contract term, extensions thereof and said six (6) year period thereafter for the purposes of inspection, auditing and copying. “Termination of this contract”, as used in this clause 10, shall mean the later of completion of the work of the contract or the end date of the term stated in the contract.
5. **CONFLICTING TERMS:** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.
6. **GOVERNING LAW:** This contract shall be governed by the laws of the State of Illinois where the Federal supremacy clause requires otherwise.
7. **NO ARBITRATION AND SERVICE OF PROCESS:** Disputes involving this contract, including the breach of alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized) but must, instead, be heard in a court of competent jurisdiction of the State of Illinois. All actions shall be venued in Maywood.

Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested.

8. **BUDGETED FUNDS**: This contract is executory only to the extent of funds available and the Village shall incur no liability beyond the funds appropriated therefore.
9. **APPROVAL OF MAYWOOD VILLAGE BOARD**: This contract is subject to and conditioned upon approval by the Maywood Village Board.
10. **INCORPORATION**: The main contract contains a paragraph incorporating the terms of this appendix by reference and the parties herein have further signed and dated this appendix.

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**VILLAGE OF MAYWOOD**

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**CONTRACTOR**

(Signature of Authorized Official Required)

## APPENDIX B

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract. The word “Contractor” herein refers to any party to the contract, other than the Village of Maywood (herein after “Village”).

- I. The Village of Maywood shall have the right to postpone, suspend, abandon or terminate this contract, and such actions shall in no event be deemed a breach of contract. In the event of any termination, postponement, delay, suspension or abandonment, the Contractor shall deliver to the Village all data, reports, plans, or other documentation related to the performance of this contract, including but not limited to guarantees, warranties, as-built plans and shop drawings. In any of these events, the Village shall make settlement with the Contractor upon an equitable basis as determined by the Village, which shall fix the value of the work which was performed by the Contractor prior to the postponement, suspension, abandonment or termination of this contract. This clause shall not apply to this contract if the contract contains other provisions, exclusive of termination date, applicable to postponement, suspension or termination of the contract.
- II. The Contractor agrees that it will indemnify and save harmless the Village from and against all losses from claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it by reason of and to the extent of any negligent omission or act of the contractor, its agents, employees, or subcontractors in the performance of this contract. This indemnification shall include all costs and disbursements incurred by the Village in defending any suit, including attorneys’ fees. Furthermore, at the option of the Village, the Contractor shall provide defense for and defend all claims, demands and causes of action referred to above, and bear all other costs and expenses related thereto. The Contractor shall not be required to indemnify the Village for any damage or loss arising out of the negligence or willful misconduct of the Village, its agents or employees.
- III.
  - A. The Contractor warrants that to the best of the contractor’s knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as herein defined, or that the Contractor has disclosed all such relevant information to the Village.
  - B. An organizational conflict of interest exists when the nature of the work to be performed under this contract may, without some restriction on future activities, either result in an unfair competitive advantage to the Contractor or impair the Contractor’s objectivity in performing the work for the Village.
  - C. The Contractor agrees that if an actual or potential organizational conflict or interest is discovered after award, the contractor will make a full disclosure in writing to the Village. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Village, to avoid, mitigate, or minimize the actual or potential conflict.
  - D. Remedies – The Village may terminate this contract in whole or in part, if it deems such

Termination is necessary to avoid an organizational conflict of interest. If the Contractor was aware, or discovered an actual or potential conflict after award and did not disclose or mis-represented relevant information to the Village, the Village may terminate the contract, or pursue such other remedies as may be permitted by the law or this contract. The terms of Clause I of this Appendix B or other applicable contract provision regarding termination shall apply to termination by the Village pursuant to this clause.

- E. The Contractor further agrees to insert in any subcontract hereunder, provisions which shall conform to the language of this clause.
- IV. Each payment request must contain such items of information and supporting documentation as required by the County, and shall be all inclusive for the period of time covered by the payment request.
- V. To the extent that funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized. The Contractor further agrees to insert in any subcontract hereunder, provisions which shall conform substantially to the language of this clause, including this paragraph.
- VI. The Contractor shall have the status of an independent contractor, and in accordance with such status, agrees that it will conduct itself in a manner consistent with such status, and that it will neither hold itself out as, nor claim to be, an officer or employee of the Village by reason of this contract. It further agrees that it will not make against the Village any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Village, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
- VII. In the event of a conflict between the terms between this Appendix B and the terms of the Contract (including any and all attachments thereto and amendments thereof, but not including Appendix A), the terms of this Appendix B shall control. In the event of a conflict between the terms of this Appendix B and Appendix A, the terms of Appendix A shall control.
- VIII. The main contract shall contain a paragraph incorporating the terms of this appendix by reference and the parties therein shall further sign and date this appendix.

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**VILLAGE OF MAYWOOD**

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**CONTRACTOR**  
**(Signature of Authorized official Required)**

## APPENDIX C

### VILLAGE OF MAYWOOD STANDARD CONTRACT INSURANCE REQUIREMENTS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the Village of Maywood as an unrestricted additional insured on the contractor's/permittee's insurance policies, with the exception of workers' compensation and professional errors and omissions. **The contractor/permittee must provide an additional insured endorsement.** A statement on the contractor/permittee's insurance certificate that the Village of Maywood is an additional insured is **not** sufficient. The form of the additional insured endorsement must be approved by the Maywood's Attorney.
- II. The policy naming the Village of Maywood as an additional insured shall:
  - Be an insurance policy from an A.M. Best rated "secured" Illinois licensed insurer;
  - Contain a 30 day notice of cancellation;
  - State that the organization's coverage shall be primary coverage for the Village of Maywood, its Board, employees and volunteers. Any insurance or self-insurance as maintained by the Village of Maywood shall be in excess of the contractor's insurance, and shall not contribute with it.
- III. The contractor/permittee agrees to indemnify the Village of Maywood for any applicable deductibles or self insurance reserves.
- IV. Required Insurance:
  - **Commercial General liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate per project
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles
  - **Workers' Compensation**  
Statutory Workers Compensation and Employers' Liability Insurance for all employees
  - **Professional Errors and Omissions Insurance (If professional service contract)**  
\$1,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the contractor
- V. Contractor/permittee acknowledges that failure to obtain such insurance on behalf of the Village of Maywood constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village of Maywood. The

contractor/permittee is to provide the Village of Maywood with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Village of Maywood to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Village of Maywood.

- VI. If at any time any of the policies required herein shall be or become unsatisfactory to the Village, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Village, the contractor shall upon notice to that effect from the Village, promptly obtain approval and submit a certificate thereof. Upon failure of the contractor to furnish, deliver, and maintain such insurance, the Agreement, at the election of the Village, may be declared suspended, discontinued or terminated. Failure of the contractor to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the contractor concerning indemnification. All property losses shall be made payable to and adjusted with the Village.

In the event that claims, for which the Village may be liable, in excess of the insured amounts provided herein are filed by reason of any operations under the Agreement, the amount of excess or such claims or any portion thereof, may be withheld from payment due or to become due the contractor until such time as the contractor shall furnish such additional security covering such claims in form satisfactory to the Village of Maywood.

The Village reserves the right to require complete certified copies of all required insurance policies, at any time, which shall be delivered to the Village within ten days of such request.

- VII. **ADDITIONAL INSURED ENDORSEMENT AND CERTIFICATE OF INSURANCE.** The contractor/permittee shall file with the Village Attorney, prior to commencing work under this contract, an additional insured endorsement and a Certificate of Insurance, which shall include:

- a. Name and address of insured
- b. Issue date of certificate
- c. Insurance company name
- d. Type of coverage in effect
- e. Policy number
- f. Inception and expiration dates of policies included on certificate
- g. Limits of liability for all policies included on certificate
- h. Certificate holder shall be Village of Maywood, 40 West Madison Street, Maywood, IL 60153.
- i. Description of contract for which insurance is being provided.
- j. Insurance agents name, address and phone number

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**CONTRACTOR**  
**(Signature of Authorized official Required)**

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**DATE**