



July 22, 2022

County of Newberry

Purchasing Department
Request for Proposal # 2022-8

Consulting Services for Grant Program Management and Administration

Proposals are due August 17, 2022, no later than 3:00 PM, Local Time

**PLEASE NOTE: THE VENDOR IS ULTIMATELY RESPONSIBLE FOR
VERIFYING RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE
PROPOSAL OPENING.**

A. **GENERAL REQUIREMENTS**

- Specifications, requirements, and answers to questions may be obtained from the following contact:

Crystal Waldrop, CPPB
Newberry County Procurement Department
1309 College Street
Newberry, S.C. 29108
E-mail: cwaldrop@newberrycounty.net
Phone: (803) 321-2100

- All submittals shall be sent to:

Newberry County Courthouse Annex Conference Room
Attn: Crystal Waldrop, CPPB
Post Office Box 156
1309 College Street
Newberry, S.C. 29108

- Proposals are due August 17, 2022, **no later than 3:00 PM**. Proposals received after this time will be marked “**LATE**” and will not be considered.
- Newberry County reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth herein should be filed in writing prior to the proposal deadline.
- Faxed or e-mailed proposals will not be accepted.
- Newberry County will evaluate all qualifying proposals. All requirements in this RFP must be satisfied, to ensure consideration. Newberry County desires to receive proposals only from vendors who can demonstrate the specified qualifications set forth in this RFP. The failure of any submitting firm to demonstrate that its qualifications are consistent with the County’s requirements and expectations will result in that firm’s proposal being disqualified.
- The County will not be liable for any expense incurred in connection with preparation of a response to this solicitation. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.
- All requested information should be provided in order for a proposal to be considered responsive. However, any firm submitting information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect shall, at the County’s sole discretion, be disqualified from consideration.

- Addenda to this RFP will be posted on the Newberry County Procurement Department's website (www.newberrycounty.net/departments/purchasing). PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING RECEIPT OF ANY AND ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.
- You may contact Crystal Waldrop via email at cwaldrop@newberrycounty.net with any questions concerning this solicitation for proposals. No interpretations or clarifications of the meaning of the instructions or Scope of Services will be made orally (except for general information). Each request for such interpretations should be made in writing, addressed to Crystal Waldrop, Director of Procurement; in order to be given adequate consideration, these requests must be received at least seven days prior to the advertised date of the opening. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

B. INTRODUCTION

Newberry County is accepting proposals for grant administration and management services. The County is seeking a consultant to assist in on-going grant application processes, monitoring, and internal development.

Newberry County is governed by a council of seven (7) elected individuals and operates under the County Administrator. There are six (6) County-wide elected officials to include the Sheriff, Auditor, Treasurer, Clerk of Court, Probate Judge, and Coroner. There are also three officials appointed by the State of SC Delegation: Veteran's Affairs Officer, Voter Registration and Elections Director, and the County Magistrates. The County also has numerous volunteer fire stations and rescue squads. All of these departments have applied for potential grants within their departments; however, with limited resources, it would be beneficial for the County to utilize an outside agency to seek any and all available funding.

The County is seeking professional assistance to identify and prepare grants and other funding applications for federal, state, and/or private grants. Significant possibility for grant opportunities includes the American Rescue Plan Act (ARPA) and any future federal infrastructure legislation that may become law.

Newberry County reserves the right to engage in discussions with any or all responsible responders who submit proposals, for purposes of clarification and to ensure a full understanding of, and responsiveness to, this request.

**DEADLINE FOR WRITTEN QUESTIONS IS THURSDAY
AUGUST 11, 2022 BY 5:00 P.M.**

C. SCOPE OF WORK

The following provides general information regarding the services that the successful proposer may be asked to fulfill. Submittals shall include a cost proposal.

The successful Offeror will be responsible for providing grant services, which will include, but not limited to, the following:

1. Funding Needs Analysis: Gain an understanding of the County's projects and initiatives. The Consultant will work with County management staff to facilitate meetings with County departments to assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for funding.
2. Grand Funding Research: Conduct research to identify grant opportunities and resources including, but not limited to, Federal, State, foundation, agencies and organizations that support the County's funding needs and priorities, including, but not limited to:
 - a. Economic Development – workforce development, site preparation and marketing expenses
 - b. Transportation/roads, including stormwater drainage
 - c. Public Safety – especially capital purchases to update our aging fire engines, and ambulance fleet as well as capital improvements to emergency service buildings
 - d. Parks & Recreation - trails or other outdoor recreation opportunities
 - e. Water and sewer expansion with Newberry County Water and Sewer Authority (a separate entity from the county government)
 - f. Technology
3. Grant Proposal Development: Provide general grant proposal writing services associated with the completion of grant applications on behalf of the County, including the preparation of funding abstracts and production, and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the County.
4. Grant Management: Complete grants management capabilities and submission of required grant reporting. Consultant will oversee any other

administrative services necessary to meet grant requirements and reporting requirements.

5. Monthly Reports: Submit monthly reports to the County listing grants and the status of each grant; as well as total cost of grants and cost share amounts.

D. SUBMITTAL REQUIREMENTS

The following items require a response from your firm. If a response is not received then your proposal may and may not be considered. Please follow the format below for your proposal's response.

Newberry County requires that proposals be easily understood. Include all information requested, but do not include unnecessary or extraneous information. Responses to the following requirements should be concise, and all reasonable care should be taken to limit responses to pertinent information. All additional company/marketing information is welcome and should be presented as attachments to the core response.

Section I – Executive Summary

Provide a one-page letter of interest identifying the lead firm which will serve as the official point of contact with the County and any other team member firms. All proposals shall be concise and summarize the firm's qualifications. Submittals should not be more than a total of thirty (30) pages.

Section II – Corporate Profile

This section should include a brief overview and history of your company. Provide information that best illustrates your company's qualifications for completing the work, as well as the experience and qualifications of the key personnel who would be involved, in relation to the tasks for which services are being sought. Three references for which the firm has performed services within the past five years that are similar to the requirements described in the Scope of Work.

Section III – Cost Information

The proposer should provide a not-to-exceed fee and expense amount for the scope identified in this RFP. Total hours and weighted average rate per hour should be provided to support the fees.

Section IV – Additional Information

1. Program Understanding: A description of the firms' understanding of the scope of work, along with a detailed scope of work to accomplish the overall intent of this RFP shall be included in the response
2. Program Approach: This section shall address in specific terms the approach that will be taken to deliver the program described in this RFP. Include a proposed activity duration schedule including a projected number of man-hours and length of time services would be provided to complete the program.
3. Current Workload: Proposer shall discuss current team workloads, and the ability to quickly begin work on the scope in this RFP. This project is deadline sensitive.
4. Team Members: Identify all individuals who will be assigned by the firm to work on this project, to include a detailed summary of each individual's professional credentials and relevant experience. This shall also include a summary of qualifications and relevant experience of all sub-consultant personnel if applicable.
5. Location: Proposing firm shall identify office location of main point of contact for this agreement and any other locations of assisting staff.
6. Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals must be valid for a minimum of sixty (60) days.
7. Proposals may be withdrawn by offeror prior to, but not after, the submission deadline date/time.
8. Provide a list of your firm's open litigation, describing the nature and amount of each lawsuit for which your firm is a named defendant.

E. TERMS AND CONDITIONS

Section I – General Requirements

1. Newberry County reserves the right to accept or reject any Proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. The County reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. There is no expressed or implied obligation for Newberry County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Nor does this solicitation commit Newberry County to award a contract or to procure any services that may be offered by means of a submission to this request.
4. The contracted firm, at its own expense, will correct any and all errors and omissions it might make.
5. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, the County will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
6. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firm's qualifications for executing the work.
7. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or board member, or employee of Newberry County, other than the contact listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress in the selection process and its results will be provided.
8. The firm shall provide all equipment required in the performance of this contract as set forth.
9. The selected firm will not discriminate against any person in accordance with Federal and State laws and regulations.

10. Sub-contracting of an awarded contract will not be permitted in part or whole, under any circumstances.
11. In case of default by the firm, the Newberry County Council reserves the right to purchase the services in default in the open market, charging the firm with any additional costs.
12. Newberry County reserves the right to terminate the contract at any time, with 30 days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
13. All firms are hereby placed on formal notice that neither the County Council, nor any employees from Newberry County Government, nor any members of the Qualifications Review Committee are to be contacted either individually or collectively concerning this project. Firms and their agents who intend to or have submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the County Council, candidates for County Council, or staff members outside regular County Council meetings relating to the selection process, or other meetings specifically scheduled for negotiations. Dinners, lunches, or any other actions that may be interpreted as contrary to these instructions may result in an immediate disqualification of such firm by the County from further consideration for this project.
14. Indemnity: The Contractor shall indemnify and save harmless Newberry County, its officers, agents, and employees from and against all losses, costs, damages, expenses, and liabilities caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); and against all damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors, or employees.

Section II – Insurance Requirements

The coverages must be as follows:

Worker's Compensation	Statutory
General Liability	\$1,000,000 per occurrence
- Including bodily injury, property damage and contractual liability	
Automobile liability	\$1,000,000 per occurrence
- Including bodily injury and property damage	

The Certificate of Insurance must list Newberry County, SC as the Certificate Holder as well as AN ADDITIONAL INSURED. The box in the bottom right-hand corner must have the word "Prior" inserted after 30 days so that it reads as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days prior written notice to the certificate holder named to the left.

G. SELECTION PROCESS

1. General

The Evaluation Committee will evaluate all qualifying proposals. All requirements of this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from firms who can demonstrate the specified qualifications mentioned in this RFP.

2. References

Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The criteria outlined below and described further hereinafter will be used to evaluate the RFPs. The evaluation is based on a total maximum score of 100, with the following point breakdown per category.

<u>REQUIREMENTS</u>		<u>POINTS</u>
A.	Program Understanding & Approach	25
B.	Relevant Experience of Staff and References	35
C.	Firm's Ability to Meet Schedule	20
D.	Location of Firm	10
E.	Costs Associated with Services	10
Total Points		100

4. Final Selection

The Evaluation Committee will present their recommendation to the County Council and Council will make the final decision in the selection of the firm.

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H. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certifies that; (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by Newberry County, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the SC Secretary of State

Type of Organization (check one):

____Sole Proprietorship ____Partnership ____Corporation ____Public Corp.

Authorized Contact Name Printed

Title

Authorized Signature

Date

Mailing Address

Physical Address

City/State/Zip

City/State/Zip

Phone Number

Fax Number

Company Website Address

E-Mail

Tax I.D. Number