


<b>ISSUING AGENCY – CITY OF SCOTTSDALE</b>	
	<b>FORMAL REQUEST FOR PROPOSAL</b> <b>GRANT WRITING &amp; ADMINISTRATION</b> <b>RFP-092023-113</b>

<b>CRITICAL DATES</b>	
<b>QUESTIONS DUE:</b>	<b><u>2:00 P.M. LOCAL TIME, OCTOBER 24, 2023</u></b>
<b>PROPOSAL SUBMITTAL DUE:</b>	<b><u>2:00 P.M. LOCAL TIME, OCTOBER 31, 2023</u></b>
<b>PUBLIC BID OPENING (<a href="#">TEAMS MEETING</a>)</b>	

<b>SUBMITTAL RECEIPT AND OPENING</b>
<p>The City of Scottsdale is utilizing Bonfire Interactive to provide a procurement portal that allows access to business opportunities and to submit bids and proposals electronically. If you are not registered as a City of Scottsdale Bonfire vendor visit the Bonfire portal at <a href="http://City of Scottsdale, AZ (bonfirehub.com)">City of Scottsdale, AZ (bonfirehub.com)</a> then follow the link to the Bonfire vendor registration page to register your company. Registration is <u>easy and free</u>. If you have any challenges with the registration process, please contact Bonfire Interactive Support at <a href="mailto:support@gobonfire.com">support@gobonfire.com</a>.</p> <p><b>SEALED SOLICITATION SUBMITTALS WILL BE ELECTRONICALLY RECEIVED</b> until the time and date stated in the portal and in the <b>CRITICAL DATES</b> section of the solicitation document. It shall be the responsibility of the proposer to confirm that proposals contain all required documents and are submitted electronically through the City of Scottsdale procurement portal at: <a href="http://City of Scottsdale, AZ (bonfirehub.com)">City of Scottsdale, AZ (bonfirehub.com)</a>.</p> <p><b>LATE SUBMITTALS WILL NOT BE ACCEPTED</b> The Purchasing office will conduct a remote/online Microsoft Teams Live Event meeting for the public opening of the solicitation. To virtually attend this meeting, visit us online by clicking the following link <a href="#">RFP-092023-113</a></p> <p>It is strongly recommended you begin your submission upload process at least one (1) day prior to the deadline. Any technical or internet-related issues that may arise during your submission are not grounds to extend the deadline.</p>

<b>INFORMATION REQUESTS</b>
<p><b>Requests for any information relating to this solicitation should be directed to the purchasing staff listed below:</b></p> <p style="text-align: center;"> Eveline Vanda  Bid &amp; Contract Analyst  evanda@scottsdaleaz.gov  480-312-5719 </p> <p>Bidders shall not contact any City of Scottsdale employee, officer, or director other than purchasing regarding this solicitation until after the award of a contract. Any such unauthorized contact may result in bidder being disqualified from further consideration.</p>

## INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

The Instructions to Bidders and General Terms and Conditions for formal solicitations, are listed as attachments A and B as outlined below and shall be downloaded by prospective Bidders as part of the solicitation.

**Attachment A - Formal Solicitation Instructions to Bidders** (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).

**Attachment B - Formal Solicitation General Terms and Conditions** (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).

**Attachment C – Sample – City Services Contract** (current version at time of posting).

## TABLE OF CONTENTS



**FORMAL REQUEST FOR PROPOSAL  
GRANT WRITING & ADMINISTRATION  
RFP-092023-113**

### **SECTION 1 - INTRODUCTION**

- A. Intent
- B. Background

### **SECTION 2 – STATEMENT OF NEED**

- A. Specifications
- B. Contractor's Qualifications
- C. Contractor's Responsibilities
- D. City's Responsibilities

### **SECTION 3 – SPECIAL TERMS AND CONDITIONS**

### **SECTION 4 – EVALUATION CRITERIA**

- A. Evaluation Criteria

### **SECTION 5 – SUBMITTAL PREPARATION REQUIREMENTS**

### **SECTION 6 – REQUIRED FORMS**

- A. Offer and Acceptance Form or Signature Page
- B. Proposal Signature Page
- C. Pricing Proposal Form
- D. Bidder General Disclosure Form
- E. Bidder Litigation Disclosure Form
- F. References
- G. Subcontractor List
- H. Bidder Questionnaire-Similar/Relevant Projects

### **SECTION 7 – ATTACHMENTS**

- A. Instructions to Bidders
- B. General Terms and Conditions

## SECTION 1 - INTRODUCTION



### FORMAL REQUEST FOR PROPOSAL GRANT WRITING & ADMINISTRATION RFP-092023-113

#### A. INTENT

1. The City of Scottsdale invites proposals from qualified firms to provide grant writing and administration services to include research of local, state, and federal grants, funding sources and rebate programs; analysis of funding programs and requirements; facilitation with citywide departments; application writing and submission; reporting and compliance services; liaison services with local, state, and federal funding agencies; and assist with regional cooperative programs, to aid in obtaining funding for city services, programs, and infrastructure and ensure program compliance.
2. The City would prefer all services be directly provided by the Offeror. If your experience and expertise has demonstrated to your firm that the use of subcontractors would be advantageous to the City, please describe how subcontractors will be used in the Project Approach section of your proposal.

#### B. BACKGROUND

1. The City of Scottsdale is organized into multiple City departments and divisions, consisting of over 2,600 City employees (part-time, full-time, temporary/seasonal, and job share). To view the City of Scottsdale's organizational structure, please click here: [City of Scottsdale Org Chart](#).
2. Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Scottsdale's vibrant Old Town is considered the finest urban center in Arizona. It is home to more than 90 restaurants, 320 retail shops and more than 80 art galleries. Scottsdale's McDowell Sonoran Preserve, in the city's northern reaches, is the largest urban wilderness area in the United States and features more than 60 miles of trails through diverse and scenic desert terrain.
3. Scottsdale Facts
  - County: Maricopa
  - Incorporated: 1951
  - Slogan: "The West's Most Western Town"
  - Population: 241,361 (Census, April 2020)

## SECTION 2- STATEMENT OF NEED



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

### A. SPECIFICATIONS

1. The City of Scottsdale seeks to enter into a single contract award with a qualified firm to provide services related to administration of local, state, and federal grants and funding programs. If deemed to be in the City of Scottsdale's best interests, the City reserves the right to award multiple Contracts as a result of the solicitation process. While multiple awards are possible, the preferred procedure is to make a single award for each commodity or category of commodity.
2. The City of Scottsdale offers many different programs and services to the public. Grant writing and administration services shall assist City departments with the following:
  - Research, identification, and analysis of funding needs and opportunities to include federal, state, local, private, and other sources
  - Determining if program eligibility requirements match city department capabilities
  - Analysis of cost benefits, matching contributions, competitive scales, etc.
  - Application writing and submission
  - Program reporting and compliance
  - Technical assistance and training in writing, preparation, and management of grants and other funding programs
  - Review, development, and implementation of policies, procedures and controls for application, reporting, compliance, tracking, and financial administration processes of related funding programs which ensures consistent city-wide administration.
  - Facilitation, interdepartmental coordination, and communication for multi-departmental projects
  - Ensuring funding is processed and administered in a timely manner and according to requirements
  - Assistance with regional cooperative programs
  - Liaison services to local, state, and federal agencies
  - Technical expertise in determining grant compliance requirements
3. Successful Contractors shall work on projects and assignments as determined by the City's Contract Administrator or designee.
4. Services shall be provided by persons with training and/or experience in the area of expertise requested under this contract.
5. For tasks lasting more than three months, the Contractor may be required to submit a progress report detailing the work performed to date, the work for the next period, and identification of any problems, concerns, or anticipated delays. This report may be submitted at least monthly and may be required more frequently by request of the Contract Administrator.
6. Task Assignment/Project Management
  - 6.1 The Contractor shall confirm monthly in writing to the Contract Administrator each specific funding program under consideration, and include an overview of qualifications, requirements, and deadlines. Each funding program shall be approved by the Contract Administrator or designee prior

to the start of any work under the contract to facilitate with City departments and prior to application for funding.

6.2 The Contractor shall inform the Contract Administrator or designee of the impending use of any Subcontract work and shall inform the Contract Administrator or designee of the Subcontract scope of work for approval prior to beginning work. Subcontracted work shall be inclusive in the quoted price of the annual contract between the City and the Contractor.

## 7. Reports and Deliverables

7.1 The Contractor shall understand and agree that all work performed by the Contractor under this Contract shall be submitted to the Contract Administrator or designee for review and approval.

7.2 The Contractor shall understand and agree that the Contract Administrator or designee shall have the right to modify, change, or delete any part of the Contractor's deliverables.

7.3 The Contractor shall understand and agree that data collected as a result of original research is the property of the City of Scottsdale.

## **B. CONTRACTOR'S QUALIFICATIONS**

1. Contractor shall have been providing similar services, with similar frequencies and to a degree & scope similar to those outlined in this solicitation.
2. The Contractor shall be compliant with all applicable Federal, State, Local, ANSI and OSHA laws, rules and regulations and all other applicable regulations for the term of this Contract.

## **C. CONTRACTOR'S RESPONSIBILITIES**

1. The Contractor shall have available staff sufficient in number and qualifications to perform contracted services.
2. The Contractor shall furnish all labor, equipment, supervision, and any other necessary services required for the successful completion of the scope of work described herein. The Contractor shall have sufficient personnel and equipment to complete all work requests, as defined in this Solicitation, in the time frame required by the COS Contract Administrator.
3. The Contractor, without additional expense to the City, shall be responsible for obtaining and maintaining any necessary licenses and permits required in connection with the completion of the required services herein.
4. The Contractor may not subcontract any segment or services covered herein, without prior approval of the Contract Administrator. All subcontractors used under the scope of this contract shall meet all requirements, terms and conditions set forth herein. All subcontracted services shall be warranted by and be the responsibility of the Contractor.

## **D. CITY'S RESPONSIBILITIES**

1. The Contract Administrator for the resulting contract shall be the Government Relations Coordinator or City Manager's designee.

## SECTION 3 - SPECIAL TERMS AND CONDITIONS



### **FORMAL REQUEST FOR PROPOSAL GRANT WRITING & ADMINISTRATION RFP-092023-113**

#### **1. ACCEPTANCE / AGREEMENT**

Contractor shall act under the authority and approval of the Contract Administrator for the City, further named herein, to provide the services required by this Contract.

If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of City's Contract which adds to, varies from or conflicts with the terms herein are hereby rejected by the City. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties.

#### **2. ACCURACY OF WORK**

The Contractor shall be responsible for the accuracy of the work requested and shall promptly make all necessary revisions or corrections without additional compensation. Acceptance of the work by the Project Manager will not relieve the Contractor of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

#### **3. CITY ASSURANCE**

The Contract Administrator shall report to the Contractor in writing, via email, or other written documentation, all deficiencies in the quality of performance of the maintenance service. All communication, written or verbal, between the City of Scottsdale and the Contractor shall be in English.

All deficiencies in the performance of the Contractor's service shall be corrected promptly by the Contractor as directed by the Contract Administrator.

The Contract Administrator may monitor and review the performance of the Contractor and employees. The outcomes of this oversight may have a direct bearing on the opportunity to negotiate a renewal of the Contract, when applicable.

#### **4. CITY OBSERVED HOLIDAYS**

City holiday time frame to be 6:00 P.M. the eve of the holiday until 6:00 A.M. on the day after the holiday.

City Holidays Include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day (plus Day after Thanksgiving), Christmas Day.

- |                           |  |
|---------------------------|--|
| a. New Year's Day         | January 1st (or Friday before or Monday after) |
| b. Martin Luther King Day | 3rd Monday in January                          |
| c. President's Day        | 3rd Monday in February                         |

d. Memorial Day	Last Monday in May
e. Juneteenth	June 19 <sup>th</sup> (or Friday before or Monday after)
f. Independence Day	July 4 <sup>th</sup> (or Friday before or Monday after)
g. Labor Day	1st Monday in September
h. Veteran's Day	November 11 (or Friday before or Monday after)
i. Thanksgiving Day	4th Thursday in November
j. Day after Thanksgiving	4th Friday in November
k. Christmas Day	December 25 <sup>th</sup> (or Friday before or Monday after)

**5. COMPLETENESS AND ACCURACY**

The Consultant will be responsible for the completeness and accuracy of work prepared by the Consultant and will correct, at its expense, all errors or omissions which may be disclosed. The cost to correct those errors will be chargeable to the Consultant. Additional construction added to the project will not be the responsibility of the Consultant unless the need for additional construction was created by any error, omission, or negligent act of the Consultant. The City's acceptance of the Consultant's work will not relieve the Consultant of any of its responsibilities. The professional standard to which the Consultant is held will be that of a similar Consultant as practiced in the State of Arizona.

**6. CONTRACT ADMINISTRATION**

The Contract Administrator, as identified in the Statement of Need shall audit the billings, approve payments, establish schedules, approve addenda to the contract, and generally be responsible for overseeing the execution of the contract.

**7. DELAYS AND EXTENSIONS**

During the course of this Contract, if deemed in the best interest of the City of Scottsdale, an extension of time may be granted. However, any time extension so granted shall not constitute or operate as a waiver by the City of Scottsdale of any of its rights herein.

**8. FUEL SURCHARGES**

Fuel surcharges shall NOT be allowable during the term of this Contract.

**9. INSURANCE REQUIREMENTS**

**Insurance Representations and Requirements**

General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Without limiting any obligations or liabilities of Contractor, must purchase and maintain, at its own expense, this Contract's stipulated minimum insurance with insurance companies properly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City of Scottsdale. Failure to maintain insurance as specified may result in termination of this Contract at City of Scottsdale's option.

No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, the City of Scottsdale does not represent that coverage and limits will be adequate to protect Contractor. City of Scottsdale reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance



requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor may it be construed or considered a waiver of Contractor's obligation to maintain the required insurance at all times during the performance of this Contract.

#### Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by The City of Scottsdale, unless specified otherwise in this Contract.

#### Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

#### Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to City of Scottsdale. Contractor is solely responsible for any deductible or self-insured retention amount. City of Scottsdale, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

#### Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting City of Scottsdale and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

#### Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish City of Scottsdale with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City of Scottsdale will reasonably rely upon the Certificate of Insurance as evidence of coverage, but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. City of Scottsdale, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
  - c) Excess Liability - Follow Form to underlying insurance as required.

2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability Insurance, if applicable, waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor's receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

### **Required Coverage**

#### **Commercial General Liability**

Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

#### **Workers' Compensation Insurance**

Contractor must maintain Workers' Compensation Insurance to cover obligations imposed by federal and state statutes applicable to Contractor's employees engaged in the performance of work or services under this Contract and must also maintain Employers' Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit. If the Contractor is a sole proprietor or a single member limited liability company with no employees and has elected not to purchase Workers' Compensation Insurance; a completed and signed Workers' Compensation Waiver Form will substitute for the insurance requirement.

## **10. INVOICING**

All invoices submitted for work done under the scope of this Contract **MUST BE ITEMIZED**. Itemized invoices shall contain a **MINIMUM** of the following information:

- Vendor Name
- Remit to Address
- Purchase Order Number
- Invoice Date
- Invoice Number
- Date service/work was completed
- Complete description of work completed
- Location where service/work was performed
- Itemized list of all charges (quantity, description, unit pricing per the contract)
- Tax Amount (if applicable)
- Total Invoice Amount

The Contractor shall submit invoices with all supporting documentation within thirty (30) days after the service/work is completed and approved by the Contract Administrator.

## **11. KEY PERSONNEL**

The Contractor shall provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of Contract work. The Contractor shall assign the specific individuals identified in its proposal to key positions. The Contract is predicated, in part and

among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) identified and/or described in the Contractor's offer. Therefore, no substitution of such specified individuals and/or personnel shall be made without prior written approval of the CA. Any substitution of personnel under this Contract shall be equal or better than those identified in the Contract. The City's approval of a personnel substitution shall not be construed as an acceptance of the substitution's performance potential. No approval shall be unreasonably withheld of a proposed substitution of personnel. The Contractor shall bear all transitional expenses incurred for any costs associated with removing or replacing Key Personnel who are performing work under the Contract.

## **12. MULTIPLE AWARDS**

If deemed to be in the City of Scottsdale's best interests, the City reserves the right to award multiple Contracts as a result of the solicitation process. While multiple awards are possible, the preferred procedure is to make a single award for each commodity or category of commodity.

## **13. OWNERSHIP OF PROJECT DOCUMENTS**

All documents, including but not limited to notes, records, data compilations, studies, and reports in any format, including but not limited to, written or electronic media, prepared in the performance of this Contract will remain the property of the City and must be delivered to the Contract Administrator before final payment is made to the Consultant.

When the work detail covers only the preparation of preliminary reports or documents, there will be no limitations upon the City concerning use of the ideas or recommendations in the reports or documents. The City will release the Consultant from any liability for the preparation and use of preliminary reports or documents.

Any use of the project documents for purposes other than intended under this Contract will be at the sole risk of the City, and the Consultant will not be liable for any losses or injuries arising out of that use.

## **14. PRICE ESCALATION**

Price increases may only be requested by the Contractor, thirty (30) days prior to the anniversary date of the Agreement. Failure to do so may result in the denial of any increase requested.

A requested price increase will become effective only after approval by the Contract Administrator and the Purchasing Director. Once approved the price increase will be adjusted into a new base price for the remainder of the contract period. Any future requested price increases to the base price will only be reviewed at annual renewal time and require the approval of the Contract Administrator and Purchasing Director.

The proposed increased rate shall be based upon presentation by the Contractor and review by the Contract Administrator; however, the Contract Administrator shall evaluate the Contractor's performance, services and records documentation to determine the appropriateness of the increase requested.

The percentage increase in the unit pricing may not exceed the percent in the U.S. City Average "Consumer Price Index" (C.P.I.) All Items, 1982-84=100 for All Urban Consumers for the Percentage Change from the previous twelve (12) months, as published by the U. S. Department of Labor Bureau of Labor Statistics.

**15. PRICING**

Pricing shall be listed on the Pricing Proposal Form. Prices quoted by the Offerors shall be applicable during the entire initial term of the Contract.

For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

All charges associated with this Contract **MUST** be shown on the Pricing Proposal Form returned by the Offeror or other supporting documentation. Any charges not listed on the Pricing Proposal Form or supporting documentation submitted with the Offeror's proposal response shall not be allowed during the Contract period and any applicable extensions.

The Offeror is strongly encouraged to offer additional pricing for related items, products and services, which are not specifically addressed as line items in this solicitation but are directly related to the items and products requested by the City herein and offered by the Offeror. Additional items, products and services proposed pricing should be noted on the Pricing Proposal Form or a separate attachment to Offeror's submittal document.

**16. PURCHASING PROCEDURE**

All orders require a City of Scottsdale purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a City of Scottsdale purchase order. Any invoices received from the Contractor without a City of Scottsdale purchase order number, referenced on the invoice, may remain unpaid.

**17. REVIEW OF CONTRACTOR'S WORK**

Work performed by the Contractor shall be subject to periodic reviews and partial acceptance at various stages. The Department may make such reviews and pass upon the acceptability of Contractor's work. Partial acceptance shall not relieve the Contractor of its obligation to correct, without charge, any errors in the work on this project.

**18. TERM OF AGREEMENT**

The term of this Contract shall be for a one (1) year period from the effective date of the contract award.

The City and Contractor may mutually agree to extend this Contract for four (4) additional one (1) year periods, upon the recommendation of the Contract Administrator, concurrence of the Purchasing Director and/or City Council, depending on the Contract.

**19. THIRD PARTY BENEFICIARY**

Nothing under the Contract Documents will be construed to give any rights or benefits in the Contract Documents to anyone other than the City and the Consultant, and all duties and responsibilities undertaken in accordance with the Contract Documents will be for the sole and exclusive benefit of the City and the Consultant and not for the benefit of any other party.

**20. UNPREDICTABLE MARKET CHANGE**

In the event of an unpredictable change in the market, which affects the then current Contract price, Contractor may submit justification for a price adjustment. Contract Administrator and Purchasing Director shall review justification and determine applicable price adjustment. Upon

return to normal market conditions, the price will be adjusted to the price established by the original Contract terms.

The Purchasing Director shall be the final authority on any price adjustment due to unpredictable market change.

**21. VALUATION OF CONSULTANT'S PERFORMANCE**

The Consultant will be evaluated regarding its performance of this Contract. This evaluation will include, but not be limited to, the following consideration for:

- Completeness
- Accuracy
- Utility Coordination
- Technical Expertise
- Organization
- Appearance of Plans (line work, lettering, etc.)
- Working Relationship with City Staff and Others
- Availability
- Communication Skills (meetings, correspondence, etc.)

This evaluation will be prepared by the staff and used to evaluate the desirability to proceed with negotiations for additional services.

## SECTION 4 – EVALUATION CRITERIA



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

### A. EVALUATION CRITERIA

#### GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

#### PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

The following is the weighting of criteria that will be used to review the proposals:

DESCRIPTION	WEIGHTING
Firm Qualifications & Experience	30%
Key Personnel/Staff Qualifications & Resumes	30%
Project Approach	20%
Exceptions, References, Subcontractors List	10%
Pricing	10%
<b>TOTAL</b>	<b>100%</b>

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract.
2. The returned satisfaction surveys from the Offeror's submitted references.
3. The Offeror's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
4. The ability and willingness of the Offeror to meet or exceed the specifications and standards of this solicitation and Offeror's understanding and perceived perception of the scope of work contained herein.
5. The content and quality of the Offeror's proposal and other presentation materials.

Offeror may be invited to make a presentation, but Offeror should not rely on a possible presentation to present their qualifications and offered services. If invited, the Offeror will be notified of the date and time of the presentation by the Contract Administrator. Results of any presentation may be used to determine the contract award.

The evaluation committee may establish a short list of those proposals considered most advantageous to the City of Scottsdale.

- Short-listed Offerors may be invited to make presentation. At the presentation, the evaluation committee will score each Offeror.
- At the conclusion of all presentations, an overall ranking of proposals will be performed, combining the results of the proposal evaluations and the presentations.

The City of Scottsdale intends to enter into negotiations with the top ranked Offeror determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Offeror fail to reach a satisfactory conclusion, the City of Scottsdale may at its sole discretion enter into negotiations with the second ranked vendor, or the City of Scottsdale may determine that no further negotiations will be conducted.

## SECTION 5 – SUBMITTAL PREPARATION REQUIREMENTS



### FORMAL REQUEST FOR PROPOSAL

### GRANT WRITING & ADMINISTRATION

RFP-092023-113

All required documents shall be submitted electronically through the City of Scottsdale procurement portal at: [City of Scottsdale, AZ \(bonfirehub.com\)](https://www.bonfirehub.com). Offerors are expected to download the solicitation documents from the Bonfire procurement portal at [City of Scottsdale, AZ \(bonfirehub.com\)](https://www.bonfirehub.com). To prepare your electronic submission please do the following:

Review the solicitation document downloaded from the procurement portal and navigate to Section 5 – Submittal Preparation Requirements. This page is provided to give Offerors a list of the items that will be required to be submitted as a part of their official proposal. We have designated in the description of each item how Offerors are to respond:

- COS Form means there is a corresponding form that needs to be completed by the Offeror and saved as a PDF.
- If COS Form is not listed this means the Offeror shall prepare their information as detailed in Section 5 – Submittal Preparation Requirements. For example, Offerors are required to prepare their own Project Approach response, making sure they provide all of the information requested in that specific section below. Offerors could write the document using Word or Google Docs and then saving the document as a PDF.
- Once the Offeror has PDF documents for all of the items listed in the Section 5 – Submittal Preparation Requirements checklist they will upload those file as noted within the Requested Information section of the City of Scottsdale procurement portal at: [City of Scottsdale, AZ \(bonfirehub.com\)](https://www.bonfirehub.com).
- In the case of pricing, there may or may not be a form to be completed, we provide instructions on how to provide the pricing information for each solicitation. In some instances, Offerors will fill out a pricing form and upload them as a PDF document. In some instances, Offerors will download a pricing spreadsheet from the procurement portal, enter in their pricing information, and the upload the completed spreadsheet into the procurement portal. Some solicitations will have a browser-based pricing sheet that Offerors will complete directly in the procurement portal.

**Firm Qualifications & Experience** – Offeror’s proposal shall provide the firm’s qualifications in summary. This shall illustrate the Offeror’s understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Offeror’s abilities to successfully complete the scope of work represented in this solicitation.

The Firm Qualifications & Experience document should include a **MINIMUM** of the following items:

- Offeror’s document shall contain a synopsis of the firm’s history, including a statement indicating the length of time the Offeror has been doing business:
- Offeror’s document shall contain information containing full company contact information, including but not limited to: Company Name, Main office business address, local office business address (if different), Office phone, fax and email address and Company web page address (if available)



- Offeror's document shall demonstrate previous experience performing work similar to the size and scope of the work identified herein.
- Offeror's document shall demonstrate an understanding of the goals identified herein for this contract and provide a basic overview for the accomplishment of these goals.
- Offeror's document shall identify the key issues and potential obstacles with respect to the scope of work identified herein. Offeror's documents should provide a basic methodology to address and overcome all identified issues and obstacles.
- Offeror's document shall contain a comprehensive description of all services that shall be provided.

**Key Personnel/Staff Qualifications & Resumes** – Offeror's proposal shall include the qualifications of the key personnel that will be involved in projects covered by the scope of this solicitation. The qualifications provided shall include resumes, academic credentials, applicable training classes, Professional Certifications, Professional Association Memberships, etc.

- Offeror's document shall contain an organizational chart that identifies staff personnel by name, title and contact information (phone numbers & email addresses).
- Resumes of all key project personnel shall be submitted separately at the end of the Offeror's proposal. As a minimum, this shall include the Project Principal, Project Manager, etc.
- Disclose education as it relates to providing services, expertise and experience (this shall relate to subcontractors as well) pertaining to the staff who will be providing services in a possible resultant contract.
- Clearly indicate the principal who will have day-to-day responsibilities for the working with the City.
- Include relevant experience and expertise for the last three years, emphasis should be with experience providing services for governmental customers.

**Project Approach** – Offeror's document shall demonstrate an understanding of the goals identified herein for this project and provide a basic overview for the accomplishment of these goals. Offeror's proposal shall address a MINIMUM of the following key project areas:

- Research, identification, and analysis of local, state, federal, private and other funding programs available to the City.
- Analysis of program eligibility requirements and city department capabilities, to include but not limited to cost benefits, competitive scales, matching contributions, and reporting and compliance requirements.
- Coordination of multi-department funding initiatives and assistance with regional cooperative funding programs.
- Application writing, submission, reporting, and compliance.
- Review, development, and implementation of policies, procedures and controls for application, reporting, compliance, tracking, and financial administration processes of related funding programs which ensures consistent city-wide administration.
- Describe how subcontractors will be used, if applicable.

**Exceptions** – Offeror shall include all exceptions taken in regard to the terms and conditions as specified in this solicitation document, any award documents, or attached contracts. All exceptions taken by the Offeror shall be clearly defined and the changes requested clearly identified in their submittal document. Exceptions taken by the Offeror shall be used in the evaluation process. If the Offeror does not indicate exceptions in their submittal document this will signify to the City that the Offeror is in full agreement with all areas of the solicitation document, attached award documents and contracts, and agree to all terms as stated.

- Offer/Acceptance Document (COS Form)** – Complete Offer portion of the document, signed in ink.
- Proposal Signature Page (COS Form)** - Fully completed Proposal Signature Page, signed in ink.
- Pricing Proposal (COS Form)** – Fully completed Pricing Proposal Form.
- General Disclosure Form (COS Form)** – Fully completed General Disclosure Form, signed in ink.
- Litigation Disclosure Form (COS Form)** – Fully completed Litigation Disclosure Form, signed in ink.
- References (COS Form)** – Fully completed Reference Form.
- Subcontractor List (COS Form)** - Fully completed Subcontractor List.
- Bidder Questionnaire Form(s) Similar / Relevant Projects (COS Form)** – Fully completed Bidder Questionnaire Form(s) Equipment List.

**NOTE:**

“Please ***do not*** return a copy of the solicitation/addenda(s) with your proposal/submittal. Return only the required documents as referenced on the Submittal Checklist.”

All submittals are to be completed on the City of Scottsdale (**COS**) forms without any alterations; failure to do so may result in your submittal being rejected.

**SECTION 6 – REQUIRED FORMS**



**FORMAL REQUEST FOR PROPOSAL  
GRANT WRITING & ADMINISTRATION  
RFP-092023-113**

**All required forms to follow:**



**OFFER AND ACCEPTANCE**

City of Scottsdale  
Purchasing Division  
9191 E. San Salvador Dr.  
Scottsdale, AZ 85258  
Phone: 480-312-5700 – Fax: 480-312-5701

<b>SOLICITATION #</b>	RFP-092023-113	<b>SOLICITATION TITLE:</b>	<b>Grant Writing &amp; Administration</b>
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**OFFER**

**TO THE CITY OF SCOTTSDALE:**  
 The undersigned hereby offers and agrees, in accordance with the undersigned's written offer submitted in response to this solicitation, to furnish the material and/or service(s) in compliance with all terms, conditions, specifications, scope of work, and addendums in the solicitation listed above, including written exceptions that are subject to the approval of the City prior to acceptance. The undersigned agrees that the entire solicitation listed above is hereby incorporated by reference as if fully set forth herein.

The Offeror's signature on this Offer form certifies that he has read; understands and will comply with all terms, conditions and specifications stated in all documents constituting the solicitation. The bidder also certifies it is in compliance with the Non-Collusion and all Federal and Arizona State Immigration Laws.

<b>OFFER MADE - COMPANY INFORMATION</b>		<b>FOR CLARIFICATION OF THIS OFFER, CONTACT:</b>	
Company Name		Printed Name	
Address		Title	
City	State	Zip	Phone
Signature for Offeror		Date	Fax E Mail
Printed Name and Title of Authorized Signatory		Address ( if different from Company info )	
Federal Employer Tax ID # or SSN as per W9 Statement		City, State, Zip ( if different from Company info )	

**ACCEPTANCE OF OFFER, NOTICE OF CONTRACT AWARD**  
 (for City of Scottsdale Use Only)

The Contractor's offer is hereby accepted by the City of Scottsdale. The Contractor is now bound to sell the materials and/or service(s) and perform based upon the above solicitation, including all terms, conditions, specifications, scope of work, and addendums contained in the solicitation, as well as any written exceptions that have been separately accepted by the City.

This contract shall henceforth be referred to as **Contract #**

The contract consists of the following documents: 1) Solicitation # RFP-092023-113 and all addendums (if applicable) as issued by the City; 2) The Contractor's response to the City's solicitation; 3) This signed offer and acceptance and any other applicable contractual agreements, 4) All written exceptions and/or modifications to the solicitation requirements as agreed to by the City and the Contractor as per attachment \_\_\_\_\_, dated \_\_\_\_\_.

The Contractor is hereby cautioned not to commence any billable work or provide any material or service under this contract until the Contractor receives a purchase order document from the City.

The Contractor must provide the following checked items within ten (10) calendar days from the date of this Acceptance of Offer, Notice of Contract Award in order for the City to issue the required Purchase Order :  Payment Bond  Performance Bond,  Insurance Certificate(s),  I.R.S. Form W-9/Taxpayer ID No. & Certification,  other documentation as identified. If the Contractor fails to furnish the required documents within the stated ten (10) calendar days, they may be considered in default and may be at risk of forfeiture of any applicable Bid Bond posted. All required documents are to be sent to the Bid & Contract Specialist listed in the solicitation.

This document has been approved as to form on the 22<sup>nd</sup> day of July, 2012 by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

**City of Scottsdale**, a municipal corporation  
 Offer Accepted and Awarded this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_

Risk Management issues reviewed and approved as to form \_\_\_\_\_, 20\_\_\_\_  
 by City of Scottsdale Risk Management Director

\_\_\_\_\_  
 Robert Schoepe, Purchasing Director, CPM

Recommended award approved \_\_\_\_\_, 20\_\_\_\_  
 by City of Scottsdale Contract Administrator

Or Designee \_\_\_\_\_  
 As City of Scottsdale Purchasing Director

**PROPOSAL SIGNATURE PAGE**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

The undersigned hereby offers and agrees to furnish the material, or service, in compliance with all the terms and conditions, instructions, specifications, and any amendments contained in this Request for Proposal document or City Services Contract and any written exceptions in the offer accepted by the City.

The Offeror also certifies it is in compliance with the Non-Collusion and the Immigration Compliance and Federal and Arizona State Immigration Laws requirements of the solicitation.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

If Applicable, Contractor's License Number and Classification: \_\_\_\_\_

The Offeror hereby acknowledges that the proposal pricing is based on all of the addenda that were issued by the City prior to opening of this proposal.

Proposal must be signed by a duly authorized representative eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Offerors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

**PRICING PROPOSAL FORM – PAGE 1 of 2**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

**CONSULTING SERVICES** – Provide an hourly rate for each category listed below. Hourly rates quoted herein shall be all-inclusive and include pertinent additional fees normally associated with this type of service.

**Offerors are REQUIRED to submit hourly rates for the three (3) categories noted below:**

<b>LINES</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE EXCLUDING TAX</b>
1	Grant Writing, Application & Reporting Services	\$ _____ 1 HOUR
2	Policy & Procedure Development	\$ _____ 1 HOUR
	Total for Lines 1 & 2	\$ _____

**RESEARCH & ANALYSIS SERVICES** - Provide pricing for each category listed below for research and special project services the Consultant may be asked to provide to the city.

These proposed rates will be utilized for ongoing research and additional project specific services required during the term of the contract.

Rates quoted herein shall be all-inclusive and include pertinent additional fees normally associated with this type of service

<b>LINES</b>	<b>DESCRIPTION</b>	<b>FIRM FIXED PRICE EXCLUDING TAX</b>
1	Special Projects (Not to exceed)	\$ _____
2	Monthly Fee for Conducting Research & Analysis	\$ _____
3	Annual Fee for Conducting Research & Analysis	\$ _____



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

**ADDITIONAL SERVICES** - Provide hourly rates for services/personnel outside of the Statement of Need of this solicitation the Offeror may be asked to provide to the city in the follow-up to this work.

These billable rates would be used by the City if additional services/personnel are required during the term of the contract that are not already part of the Statement of Need identified herein. Contractor may add additional lines as needed below.

Hourly rates quoted herein shall be all-inclusive and include pertinent additional fees normally associated with this type of service.

PERSONNEL	BILLABLE RATE (\$/HR)
Example: Principal	\$ _____
Example: Project Manager	\$ _____
Example: Associate	\$ _____
	\$ _____
	\$ _____
	\$ _____

**\*\*TAXES**

- Do not include any use, or federal excise tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.

**ADDENDA**

The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the City prior to the opening of this bid/proposal.

NO BID: If no bid please state reason:

\_\_\_\_\_

If Applicable, Contractor's License Number and Classification: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**BIDDER GENERAL DISCLOSURE FORM**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

**Debarment / Suspension Information** – Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

YES

NO

If “YES”, in an attachment to this form identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

**Surety Information** – Has the Respondent or any of its principals ever had a bond or surety cancelled or forfeited?

YES

NO

If “YES”, in an attachment to this form identify the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

**Bankruptcy Information** – Has the Respondent or any of its principals ever been declared bankrupt or filed for protection from creditors under State or Federal proceeding in the last seven (7) years?

YES

NO

If “YES”, in an attachment to this form identify the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

\_\_\_\_\_  
Signature

Cheryl Joiner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Director of Contracts and Compliance

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**COMPANY NAME:** Witt O'Brien's, LLC



**BIDDER LITIGATION DISCLOSURE FORM**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this contract ever been indicted or convicted of a felony or a misdemeanor involving theft or moral turpitude in the last five (5) years?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been terminated (for cause or otherwise) from any work being performed for the City of Scottsdale or any other Federal, State or Local Government?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been involved in any claim or litigation with the City of Scottsdale or any other Federal, State or Local Government during the last ten (10) years?

YES

NO

If you answered "YES", to any of the above questions, in an attachment to this form, please indicate the name(s) of the person(s), the nature, and status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable.

\_\_\_\_\_  
Signature

Cheryl Joiner

\_\_\_\_\_  
Printed Name

Director of Contracts and Compliance

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**COMPANY NAME:** Witt O'Brien's, LLC

**REFERENCES**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

List minimum of (3) Arizona customers, excluding the City of Scottsdale, for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**YOUR COMPANY NAME:** \_\_\_\_\_

**SUBCONTRACTOR'S LIST**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

**COMPANY NAME:** \_\_\_\_\_

If any Bidder intends to subcontract any portion of this contract, the Bidder must submit the name, address, license number (if applicable) of each subcontractor including the extent of such subcontracting and include with bid submittal documents. (Bidder may supply additional pages as needed to identify all subcontractors).

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

**BIDDER QUESTIONNAIRE - SIMILAR / RELEVANT PROJECTS**



**FORMAL REQUEST FOR PROPOSAL**  
**GRANT WRITING & ADMINISTRATION**  
**RFP-092023-113**

All bidders shall list company's experience with a minimum of two (2) Arizona customers, excluding the City of Scottsdale, for whom your company has provided service of similar scope as stated herein, within the past four (4) years. (References may or may not be checked, so please ensure the information is accurate and current.) Additional documentation may be submitted with your bid to support the information as provided.) Offeror shall make an additional copy of this page, as needed.

The following information will enable the evaluation team to assess the qualifications of Bidders under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

Name of the Project: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

Owner Point of Contact: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_

Final completion date: \_\_\_\_\_

Original Cost: \_\_\_\_\_

Final Cost: \_\_\_\_\_

Name of the Project: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

Owner Point of Contact: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_

Final completion date: \_\_\_\_\_

Original Cost: \_\_\_\_\_

Final Cost: \_\_\_\_\_

**SECTION 7 - ATTACHMENTS**



**FORMAL REQUEST FOR PROPOSAL  
GRANT WRITING & ADMINISTRATION  
RFP-092023-113**

- A. INSTRUCTIONS TO BIDDERS – *Shall be downloaded as part of this solicitation***
- B. GENERAL TERMS AND CONDITIONS - *Shall be downloaded as part of this solicitation***
- C. SAMPLE – CITY SERVICES CONTRACT - *Shall be downloaded as part of this solicitation***