

TOWNSHIP OF GREENWICH, GLOUCESTER COUNTY, NEW JERSEY

This is a combined request for FY 2023 Qualifications (RFQ) and Request for Proposal (RFP) form.

This form will be used by the Greenwich Township Council as a basis for making professional service appointments. Proposals, including rates in Excel Spreadsheet, shall be provided electronically to **Jeff Godfrey** at jgodfrey@greenwichtwp.com and **two (2) copies submitted in a sealed envelope**, marked on the outside with "Submission of Qualifications/ Proposal for Grant Writing Consultant" to the Municipal Clerk, 420 Washington Street, Gibbstown, NJ 08027, **no later than 12:00 Noon on July 14, 2023**. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

*submittal form can be located on the Twp. website at: www.greenwichtwp.com

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum levels expected in order to qualify to have your request for proposal considered.

For Grant Writing Consultant

At least ten (10) years' experience in a full service grant writing consulting firm with a minimum of five (5) years' experience in municipal projects.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Greenwich Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Greenwich Township Council on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firm's ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Council may waive part or all of the requirements by a majority vote of the full Township Council. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
11. All awards are subject to availability of funds.