

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	20	20	20	20
Capital Expenditures	-0-				
Operating Costs	50,000				
External Revenues	-0-				
Program Income (County)	-0-				
In-Kind Match (County)	-0-				
NET FISCAL IMPACT	\$50,000				
No. ADDITIONAL FTE POSITIONS (Cumulative)	-0-				

Is Item Included In Current Budget? Yes No
 Budget Account No.: Fund 0001 Department 645 Unit 6450
 Object 3101 Reporting Category _____

B. Recommended sources of funds/summary of fiscal impact.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Annual Contract Expenses FY07 = 57,432.85 > total = 86,149.29
 Annual Contract Expenses FY08 = 28,916.44

[Signature] 10-17-08
 pm 10-16-08 OFMB m 10/17/08 CN 10/16/08

[Signature] 10/17/08
 Contract Dev. and Control

B. Legal Sufficiency:

[Signature] 10-20-08
 Assistant County Attorney
 RFS and all attachments including the contract are in DRAFT. *[Signature]*

C. Other Department Review:

 Department Director

This concept, in essence, will provide a mechanism to have consultants available in relation to grants. At the time of your review, not all of the provisions with the Draft RFS were available.

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	20	20	20	20
Capital Expenditures	-0-				
Operating Costs	50,000				
External Revenues	-0-				
Program Income (County)	-0-				
In-Kind Match (County)	-0-				
NET FISCAL IMPACT	\$50,000				
No. ADDITIONAL FTE POSITIONS (Cumulative)	-0-				

Is Item Included In Current Budget? Yes No
 Budget Account No.: Fund 0001 Department 645 Unit 6450
 Object 3101 Reporting Category _____

B. Recommended sources of funds/summary of fiscal impact.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Annual Contract Expenses FY07 = 57,432.85 > total = 86,149.29
 Annual Contract Expenses FY08 = 28,716.44

[Signature] 10-17-08
 OFMB
 10-16-08
 10/17/08
 10/16/08

[Signature] 10/17/08
 Contract Dev. and Control

B. Legal Sufficiency:

[Signature] 10-20-08
 Assistant County Attorney
 RFS and all attachments including the contract are in DRAFT.

C. Other Department Review:

 Department Director

This concept, in essence, will provide a mechanism to have consultants available in relation to grants. At the time of our review, not all of the provisions with the Draft RFS were available.

COUNTY	HISTORY	CURRENT PROCESS
Sarasota (pop. 379,386)	Had two consultants (Angie Brewer and Langton) on retainer. Retainers were released because they were never utilized. If retained, the consultant would have been paid through the user Department budget.	Contract with eCivis for identification of grant opportunities. County staff handles grants applications and hires grant consultants on an as needed basis chosen based on area of expertise. User Department pays out of their budget for consultant contracts. One employee position in financial office is assigned to monitor financial transactions and administration of grants.
Pinellas (pop. 948,102)	OFMB has a staff person that coordinates grant tracking. Internal staff does all of the grant writing. Federal lobbyist secures letters of support from delegation for federal grants. Had eCivis but now has a new grant tracking provider.	Same
Orange (pop. 1,079,524)	Contract with eCivis for identification of grants. Individual departments handle own grant writing with the hiring of a consultant on an as needed individual basis. Consultant paid by user department. Grants coordinator/finance position handles communication between departments, disseminates information from eCivis and handles administration of grants.	Same
Hillsborough (pop. 1,164,425)	Utilizes Federal Lobbyist for grant identification. County employees write the majority of grants with the assistance of one position in Legislative Affairs to help troubleshoot, to be liaison with departments and handle administration of grants. Does not utilize consultants based on an annual contract.	Same with greater utilization of grant funded positions.

<p>Broward (pop. 1,753,162)</p>	<p>Has a fairly specialized system of grant writing in the county. Had a full service contract with Langton and then went to a "cafeteria style" format similar to our proposal. The first year of the program, Broward used \$50K in General funds and had one county department user, the second year, no general dollars were committed (it was intended to be funded on a dept basis) and no county departments utilized the service. County thought they did a good job with grant consultant, but felt it was ultimately a better fit to stay primarily internal.</p>	<p>Currently, have no outside grant writers, but do have a contract with eCivis that does grant tracking. Three of the major department users share the cost of their grant tracking. Despite, their internal legislative staff going from 8 to 7, they continue to have a former grant writer on internal legislative staff team.</p>
<p>Leon (pop. 272,497)</p>	<p>Has Grants Program Coordinator Manager position that identifies grants, manages grants resources and grant programs with departmental grants staff. Hires consultant on an individual as needed basis.</p>	<p>Same.</p>

Board of County Commissioners

Addie L. Greene, Chairperson
Jeff Koons, Vice Chair
Karen T. Marcus
Robert J. Kanjian
Mary McCarty
Burt Aaronson
Jess R. Santamaria



County Administrator

Robert Weisman

Purchasing Department

www.pbcgov.com/pur

REQUEST FOR SUBMITTAL

RFS NO. 200353/SC

Palm Beach County Board of County Commissioners
and the
Legislative Affairs Office
are seeking
Submittals for:

GRANT CONSULTING SERVICES

Date issued/available for distribution: _____, 2008

Respondents **shall** submit one (1) unbound original and four (4) copies of the complete submittal which must be received in the Offices of the Purchasing Department no later than _____, 2008, 4:00 p.m. local time. See Section 1.9 of the RFS for mailing instructions.

**ENVELOPE MUST BE IDENTIFIED WITH THE
OPENING DATE
AND
THE RFS NUMBER.**

CAUTION

Amendments to this Request for Submittal will be posted on the Palm Beach County Purchasing Department website: www.pbcgov.com/pur under "Request for Quotation/Submittal" as they are issued. It is the sole responsibility of respondents to check this website for any Amendments prior to the Deadline for receipt of submittals.

Palm Beach County shall not be responsible for the completeness of any Request for Submittal package not downloaded from this website.

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE
REQUESTED IN AN ALTERNATE FORMAT

TABLE OF CONTENTS

(very last thing - reconcile page numbers, Attachments Names, etc.)

SECTION	PAGE
SECTION 1 GENERAL INFORMATION	
1.1 Issuing Office.....	
1.2 Introduction.....	
1.3 General Information.....	
1.4 History and Background.....	
1.5 Purpose of the Project.....	
1.6 Period of Contract.....	
1.7 Qualification of Respondents.....	
1.8 Timetable.....	
1.9 Entering Submittals.....	
1.10 Contact Person.....	
1.11 Cone of Silence.....	
1.12 Additional Information/Amendment(s).....	
SECTION 2 GENERAL TERMS AND CONDITIONS	
2.1 Submittal Guarantee.....	
2.2 Modified Submittals.....	
2.3 Withdrawal of Submittals.....	
2.4 Late Submittals, Late Modified Submittals.....	
2.5 RFS Postponement/Cancellation.....	
2.6 Costs Incurred by Respondents.....	
2.7 Proprietary/Confidential Information.....	
2.8 Negotiations.....	
2.9 Small Business Enterprise.....	
2.10 Rules; Regulations; Licensing Requirements.....	
2.11 Criminal History Records Check Ordinance.....	
2.12 Review of Submittals.....	
2.13 Exceptions to the RFS.....	
2.14 Selection Process.....	
2.15 Evaluation Criteria.....	
2.16 Award of Contract.....	
2.17 Standard Contract Provisions (Attachment 1).....	
2.18 Commencement of Work.....	
2.19 Insurance Requirements.....	
2.20 Drug Free Workplace Certification.....	
2.21 Authorized Signature.....	

TABLE OF CONTENTS

(continued)

SECTION	PAGE
SECTION 3 SUBMITTAL REQUIREMENTS	
3.1 Experience/Qualification/Background/References Information.....	
3.2 Project Approach/Understanding Information.....	
3.3 Key Personnel and Operations Information.....	
3.4 Financial/Business Stability	
3.5 Price Submittal Information	
3.6 Business Information.....	
3.7 Amendments to the RFS	
3.8 Additional Information.....	
SECTION 4 SCOPE OF WORK/SERVICES.....	
SECTION 5 ATTACHMENTS	
ATTACHMENT 1 - Sample Contract.....	
SECTION 6 APPENDICES	
APPENDIX A - Price Submittal Page.....	
APPENDIX B - Business Information Pages	
APPENDIX C - Drug Free Workplace Certification.....	

SECTION 1 GENERAL INFORMATION

1.1 ISSUING OFFICE:

This Request for Submittal (RFS) is issued for the County of Palm Beach (hereinafter referred to as "County") by the Purchasing Department for the benefit of County 's Legislative Affairs Office. The Purchasing Department is the SOLE point of contact concerning this RFS. All communications regarding this RFS must be done through the Purchasing Department. See Section 1.9 Contact Person

1.2 INTRODUCTION:

It is advantageous to the County to apply for and receive grant assistance from governmental and non-governmental sources to support projects and programs of the Board of County Commissioners and to reduce reliance on ad valorem revenue, fees and other fund sources. It has been determined that outside assistance from firms specializing in the identification and evaluation of grant opportunities, the preparation of grant applications, and the coordination of grant-related activities will decrease demands on County staff, provide additional time for program implementation and other activities, increase efficiency in grant identification and application, and increase grant-related revenue.

1.3 GENERAL INFORMATION:

The Legislative Affairs Office is responsible for the preparation of the Federal and State Legislative Program for consideration by the Board of County Commissioners and is also charged with advocating priorities before the Executive Branch of government, U.S. Congress, and the Florida Legislature. The Legislative Affairs Office coordinates the activities of contract lobbyists and provides grant writing assistance to County Departments.

1.4 HISTORY AND BACKGROUND:

The County has retained one or more grant consultants for a number of years to identify grant opportunities, provide technical assistance in grant application preparation, coordinate grant application preparation, and assist with hands on grant application preparation. Internal coordination and contract management for grant consulting services is assigned to the Legislative Affairs Office. The Legislative Affairs Office provides assistance to various County departments including, but not limited to: Airports; Community Services; Parks & Recreation; Environmental Resources Management; PalmTran; and Public Safety.

1.5 PURPOSE OF THE PROJECT:

Palm Beach County is issuing this Request for Submittal (RFS) to select up to three (3) Pre-Qualified Consultants to provide grant consulting services on an as-needed, project-by-project basis to various County Departments.

1.6 PERIOD OF CONTRACT:

The proposed effective date of this Contract is _____. The selected proposer(s) will provide services for a one (1) year period ending _____. Four (4) twelve (12) month renewal options, at the County's sole discretion, are included in the Contract.

1.7 QUALIFICATION OF RESPONDENTS:

All respondents to this RFS shall have demonstrated experience in supplying such services and shall meet all criteria/requirements identified in this RFS.

1.8 TIMETABLE:

The anticipated schedule and deadline for the RFS and Contract approval are as follows:

<u>Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
RFS available for Download from Department website	_____	9:00 a.m.	Purchasing Department 50 S. Military Trail, Ste. 110 W. P. B., FL 33415
Deadline for receipt of questions or comments	_____	5:00 p.m.	Purchasing Department 50 S. Military Trail, Ste.110 W. P. B., FL 33415
Deadline for receipt of submittals	_____	4:00 p.m.	Purchasing Department 50 S. Military Trail, Ste.110 W. P. B., FL 33415
Evaluation/Selection Process	_____	_____	
Award Date	_____	_____	
Contract Start Date	_____		

NOTE: County reserves the right to alter the above activities and/or times at the County's sole discretion. Reasonable notice of activity and/or time change will be provided to vendors.

1.9 ENTERING SUBMITTALS:

All submittals must be sent on 8½ x 11 inch paper.

One (1) unbound original and three (3) copies of the complete submittal must be received in the Purchasing Department by _____, 2008, 4:00 p.m. local time. The original and all copies must be submitted in a sealed envelope or container. The respondent's complete return address must be included on the outer envelope or wrapper enclosing any materials submitted in response to this RFS. The outer envelope or wrapper should be addressed as follows:

Respondent Name
Address
Phone No.

Palm Beach County
Board of County Commissioners
Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, Florida 33415
RFS No: 200353/SC

Title: Grant Consulting Services

Due Date: _____ 2008, 4:00 p.m. local time

Hand-carried submittals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays observed by the County.

Respondents are responsible for informing any commercial delivery services, if used, of all delivery requirements and for insuring that the required address information appears on the outer wrapper or envelope used by such service.

The Price Submittal Page(s) (Appendix A) must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the respondent ("Authorized Person"), and respondents must affix their company's corporate seal to the document. In the absence of a corporate seal, submittals must be notarized by a Notary Public.

The submission of a submittal by a respondent will be considered by the County as constituting a legal offer by the respondent to perform the required services at the pricing submitted to the County identified therein.

1.10 CONTACT PERSON:

The contact person for this RFS is Sharon Cushnie, Senior Buyer, at (561) 616-6808, e-mail address scushnie@pbcgov.org or fax number (561) 242-6708 in the Purchasing Department.

Respondents are advised that from the date of release of this RFS until award of the contract, NO contact with County staff and/or designated Selection Committee members concerning this RFS is permitted, except as authorized by the contact person designated herein.

1.11 CONE OF SILENCE:

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" prohibits a respondent or anyone representing the respondent from communicating with any County Commissioner, County Commissioner's staff, or any County Employee authorized to act on behalf of the Board of County Commissioners to award this contract regarding its submittal, i.e., a "Cone of Silence".

The "Cone of Silence" is in effect from the date/time of the deadline for submission of the submittal, and terminates at the time that the Board of County Commissioners, or a County Department authorized to act on their behalf, awards or approves a contract, rejects all submittals, or otherwise takes action which ends the solicitation process.

Respondent may, however, contact any County Commissioner, County Commissioner's Staff, or any County Employee authorized to act on behalf of the Board of County Commissioners to award this contract via written communication, i.e., fax, e-mail, or U.S. Mail.

Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

1.12 ADDITIONAL INFORMATION/AMENDMENT(S):

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via fax, e-mail or U.S. Mail, no later than the date specified and to the address listed in the RFS Timetable (Section 1.8) or fax number or e-mail address listed for the Contact Person (Section 1.10) above. The request must contain the respondent's name, address, phone number, facsimile number and e-mail address.

Facsimiles must have a cover sheet which includes, at a minimum, the respondent's name, address, number of pages transmitted, phone number, facsimile number and e-mail address.

Changes to this RFS, when deemed necessary by the County, will be completed only by written Amendment(s) issued prior to the Deadline for receipt of submittals. Respondents should not rely on any representations, statements or explanations other than those made in the RFS or in any Amendment to this RFS. Where there appears to

be a conflict between the RFS and any Amendment issued, the last Amendment issued shall prevail.

Amendments to this RFS will be posted on the Palm Beach County Purchasing Department website: www.pbcgov.com/pur under "Request for Quotation/Submittal" as they are issued. It is the sole responsibility of respondents to routinely check this website for any Amendments prior to the Deadline for receipt of submittals. Palm Beach County shall not be responsible for the completeness of any RFS package not downloaded from this website.

It is the sole responsibility of the respondent to assure receipt of all Amendments. The respondent should verify with the designated Contact Person (see Section 1.10) prior to submitting a submittal that all Amendments have been received. Respondents are required to acknowledge the receipt of all Amendments as part of their submittal.

SECTION 2 GENERAL TERMS AND CONDITIONS

2.1 SUBMITTAL GUARANTEE:

Respondent guarantees their commitment, compliance, and adherence to all requirements of the RFS by submission of their submittal.

2.2 MODIFIED SUBMITTALS:

A respondent may submit a modified submittal to replace all or any portion of a previously submitted submittal until the Deadline for receipt of submittals. The County shall only consider the latest version of the submittal.

2.3 WITHDRAWAL OF SUBMITTALS:

A submittal may be withdrawn only by written notification. Letters of withdrawal received after the Deadline for receipt of submittals will not be accepted unless the contract has been awarded to another vendor or no award has been made within ninety (90) days after the Deadline for receipt of submittals.

Unless withdrawn, as provided in this subsection, a submittal shall be irrevocable until the time that a contract is awarded.

2.4 LATE SUBMITTALS, LATE MODIFIED SUBMITTALS:

Submittals and/or modifications to submittals received after the Deadline for receipt of submittals specified in the RFS Timetable (Section 1.8) are late and shall not be considered.

2.5 RFS POSTPONEMENT/CANCELLATION:

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all, submittals; waive any minor irregularities in this RFS or in the submittals received as a result of this RFS; postpone or cancel, at any time, this RFS process; or subsequent to postponement or cancellation, re-issue this RFS.

2.6 COSTS INCURRED BY RESPONDENTS:

All expenses incurred in the preparation and submission of submittals to the County, or any work performed in connection therewith, shall be borne by the responding party. No payment will be made for submittals received, nor for any other effort required of or made by the respondents, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

2.7 PROPRIETARY/CONFIDENTIAL INFORMATION:

Respondents are hereby notified that all information submitted as part of, or in support of, submittals will be available for public inspection after opening of submittals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

2.8 NEGOTIATIONS:

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each submittal should contain the respondent's best price and technical offer.

2.9 SMALL BUSINESS ENTERPRISE:

It is the policy of the Board of County Commissioners of Palm Beach County, Florida, that certified Small Business Enterprises (SBE) shall have the maximum practical opportunity to participate in the competitive process of supplying goods and services to the County. To that end, the Board of County Commissioners established Palm Beach County Code, Chapter 2, Article III, Small Business Enterprise, as amended, which sets forth the County's requirements for the SBE program, and are incorporated in this solicitation. Respondents are encouraged and urged to make every effort to actively seek certified SBE participation and include that participation as part of their submittal.

SBE Certification

Only those firms certified by Palm Beach County at the time of deadline for receipt of submittals shall be counted toward the established SBE goals. Upon receipt of a complete application, **IT TAKES UP TO SIXTY (60) DAYS TO BECOME CERTIFIED AS AN SBE WITH PALM BEACH COUNTY.** It is the responsibility of the respondent to confirm the certification of any proposed SBE; therefore, it is recommended that respondents contact the County's Office of Small Business Assistance (OSBA) at (561) 616-6840 to verify certification.

2.10 RULES; REGULATIONS; LICENSING REQUIREMENTS:

The respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may, in any way, affect the services offered, to include Executive Order No. 11246 entitled "Equal Employment Opportunity", as amended by Executive Order No. 11375 and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

2.11 CRIMINAL HISTORY RECORDS CHECK ORDINANCE:

Pursuant to Ordinance 2003-030, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), the County shall conduct fingerprint based criminal history record checks on all persons not employed by the County who repair, deliver, or provide goods or services for, to, or on behalf of the County. A fingerprint based criminal history record check shall be conducted on all employees and subconsultants of vendors, including repair persons and delivery persons, who are unescorted when entering a facility determined to be critical to the public safety and security of the County. County facilities that require this heightened level of security are identified in Resolution R-2003-1274, as may be amended. The respondent is solely responsible for understanding the financial, schedule, and staffing implications of this Ordinance. Further, the respondent acknowledges that its proposal price includes any and all direct or indirect costs associated with compliance of this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the County.

2.12 REVIEW OF SUBMITTALS:

Each submittal will be reviewed to determine if the submittal is responsive to the RFS. Submittals deemed to be non-responsive will be rejected without being further evaluated by the County. A responsive submittal is one which has been signed, has been submitted by the specified submittal date and time, and has provided all information required to be submitted (as stated in Section 3). While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a submittal as non-responsive, such substandard submissions may adversely impact the evaluation of your submittal, especially information relating to establishing financial/business stability. Respondents who fail to comply with all of the required and/or desired elements of this RFS, do so at their own risk.

2.13 EXCEPTIONS TO THE RFS:

All exceptions taken must be specific, and the respondent must indicate clearly what alternative is being offered to allow the County a meaningful opportunity to evaluate the submittal. Respondents are cautioned that submitting an alternative submittal does not relieve the respondent from submitting the "Minimum Requirements" as stated below in Section 3. The County is under NO obligation to accept any proposed exceptions or alternatives.

2.14 SELECTION PROCESS:

All submittals timely received will be reviewed by the Purchasing Department to determine if each respondent has submitted the required information and met all Submittal Requirements (as stated in Section 3). Those submittals fulfilling the Submittal Requirements shall be referred to the Requesting Department for review and further consideration.

The Requesting Department will evaluate all responses to this RFS that meet the Submittal Requirements and are deemed responsive. The Requesting Department may evaluate all responsive submittals based solely on the information submitted with the submittal. Accordingly respondents are urged to ensure that their submittal contains all the necessary information for the Requesting Department to fairly and accurately evaluate each of the criteria listed below in Section 2.15. However, an oral presentation, additional written information, internal staff analysis, respondent presentations, outside consultants, and/or any other information may be required, at any time during the selection process, to help the Requesting Department to determine the successful respondent.

2.15 EVALUATION CRITERIA:

- 1. Experience/Qualifications
Background/References**
(See Section 3.1)
- 2. Project Approach/Understanding**
(See Section 3.2)
- 3. Key Personnel and Operations**
(See Section 3.3)
- 4. Price Proposal**
(See Section 3.5)
- 5. Small Business Enterprise**
(See Section 2.9)

2.16 AWARD OF CONTRACT:

The award, if any, will be made to up to three (3) prequalified respondents whose submittals are considered to be the most advantageous to the County based on the County's opinion after review of every responsive submittal including, but not limited to, price

2.17 STANDARD CONTRACT PROVISIONS (ATTACHMENT 1):

The selected respondent will be required to execute a contract similar to the attached Standard County Contract (Attachment 1).

Standard County Contract provisions (general and specific) will be incorporated into any contract resulting from this RFS. Should any selected respondent and the County be unable to consummate a written contract, the County may proceed to the next most advantageous submittal or the County may issue a new solicitation or cancel the procurement process in its entirety.

2.18 COMMENCEMENT OF WORK:

This RFS does not, by itself, obligate the County. The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon issuance of a properly executed work order or work assignment. The County will not be responsible for any work done by the respondent, even work done in good faith, if it occurs prior to the County's issuance of an executed work order or work assignment.

2.19 INSURANCE REQUIREMENTS:

Prior to the effective date of the Contract, it shall be the responsibility of the successful respondent to provide evidence of the minimum amounts of insurance coverage specified in Attachment 1, Article 12, to Palm Beach County, c/o Purchasing Department, 50 South Military Trail, Suite 110, West Palm Beach, FL 33415, Attention: Sharon Cushnie, Senior Buyer.

The successful respondent shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Contract, insurance coverages and limits (including endorsements) as described herein (see Attachment 1, Article 12). Failure to maintain the required insurance will be considered a default of the Contract. The requirements contained herein, as well as County's review or acceptance of insurance maintained by the successful respondent, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the successful respondent under the Contract.

2.20 DRUG FREE WORKPLACE CERTIFICATION:

Respondents should submit with their submittal an executed Drug Free Workplace Certification (Appendix C) indicating that the respondent has implemented a Drug Free Workplace Program which meets the requirements of Section 287.087, Florida Statutes.

2.21 AUTHORIZED SIGNATURE:

An Authorized Person for Respondent is required to sign their submittal and any subsequent Contract awarded to the Respondent.

SECTION 3 SUBMITTAL REQUIREMENTS

SUBMITTAL FORMAT AND CONTENT:

Format

Submittals should be typed, double spaced, and submitted on 8 ½" x 11" size paper, using a single method of fastening (e.g., stapled, binder, etc.). Submittals should include only brief and concise narrative. The enclosure of elaborate or unnecessary verbiage or promotional material is discouraged.

Table of Contents

Submittals should contain a Table of Contents. The Table of Contents outlines in sequential order all of the areas of the submittal and it allows for clarity and ease of review of the submittal.

Letter of Transmittal

Submittals should contain a Letter of Transmittal addressed to Sharon Cushnie, Senior Buyer, and should, at a minimum, contain the following:

- a. Identification of Respondent, including name, address and telephone number.
- b. Proposed working relationship between respondent and subconsultants, if applicable.
- c. Name, title, address, telephone number, fax number and e-mail address of contact person during period of submittal evaluation.
- d. Signature of Authorized Person for Respondent.

Technical Proposal

Submittals shall contain all of the documents listed below, each fully completed, signed, and notarized as required. Failure of a respondent to provide the required information is considered sufficient cause to deem the submittal non-responsive.

The item(s) marked by an asterisk (*) should be a part of the submittal; however, if these items are omitted, the respondent must submit the item(s) upon request from the County within a time frame specified by the County (normally within two working days of request) or the submittal shall be deemed non-responsive. All other items must be submitted with the submittal or it shall be deemed non-responsive.

Notwithstanding these submittal requirements, the County reserves the right, at its sole discretion, to waive any minor irregularity relating to the submittal. Upon request, it shall

be the responsibility of the respondent to address the determined minor irregularity within a time frame specified by the County (normally within two working days of request). Failure of a respondent to provide the required information within the specified time frame is considered sufficient cause to deem the submittal non-responsive.

Each of the following requirements should be addressed in separate sections of the submittal.

3.1 EXPERIENCE/QUALIFICATION/BACKGROUND/REFERENCES INFORMATION

3.1.1 Each respondent shall submit a detailed statement of their experience, qualifications, and background for providing grant consulting services including grant identification, grant preparation, and technical assistance.

* 3.1.2 Each respondent should submit a minimum of three (3) references demonstrating the successful provision of grant identification and grant preparation within the past five (5) years. Each reference should include the following:

- a. Name of client company, contact names, addresses, telephone/ fax numbers, dollar amount of contracts and dates of service.
- b. A key contact in the organization that can provide a reference as to the work and ability of the consultant/firm.
- c. Scope of Work, types of services performed and number of full-time staff provided.

3.1.3 A list of grant applications for each reference, by date submitted, indicating the client, the funding agency, the name of the grant, the amount applied for, the amount awarded if any, and the level of involvement by the respondent in the preparation and presentation of the grant application.

3.2 PROJECT APPROACH/UNDERSTANDING INFORMATION

The respondent shall provide a detailed narrative description of its approach and methodology for identification of grant opportunities and development of grant applications and/or including, but not limited to, the following:

3.2.1 A discussion of the needs of the County as understood by the respondent and a description of its approach and methodology for providing the required scope of work/services.

3.2.2 Two samples of grant applications

3.2.3 Timeline for grant application process from start to completion

3.2.4 Grant opportunity identification process

3.2.5 Strategy for communication with client

3.3 KEY PERSONNEL AND OPERATIONS INFORMATION

The respondent shall provide:

3.3.1 An Organizational Chart identifying the structure of firm

3.3.2 A list of the key personnel assigned to the project, and complete resumes for the personnel detailing experience, education, expertise, qualifications and knowledge of grant application

3.3.3 Identification of similar projects performed by each key personnel staff member

3.3.4 A description of the role of each staff member who will be responsible for handling and monitoring the Contract

Required Appendices

3.5 PRICE SUBMITTAL INFORMATION

The respondent shall submit a completed Price Submittal Page(s) (Appendix A), for personnel costs and other expenses that is signed by an Authorized Person for respondent, with either a corporate seal affixed or notarized. The respondent shall indicate the fully burdened hourly wage for each employee class expected to perform work under a Contract issued pursuant to this RFS. The respondent shall also include billing rates for any equipment, supplies or operating expense items for which the respondent would be seeking compensation to be paid by the County during the Contract term.

3.6 BUSINESS INFORMATION

Each respondent shall complete the Business Information Pages (Appendix B), referencing their type of business, i.e., Corporation, Partnership (General/Limited), Joint Venture and Sole Proprietorship.

3.7 AMENDMENTS TO THE RFS

It is the respondent's responsibility to assure receipt of all amendments. The respondent shall verify with the designated contact person, prior to submitting a submittal, the number of amendments that have been received. Each amendment to the RFS shall be signed by an authorized person and shall be submitted with the submittal or the submittal shall be deemed non-responsive.

Additional Appendices

3.8 ADDITIONAL INFORMATION

Information considered by the respondent to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Respondents are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

SECTION 4 SCOPE OF WORK/SERVICES

4.1 PURPOSE

Provision of grants consulting services on an "as needed" project-by-project basis, including grant identification, grant preparation, and technical assistance.

4.2 GENERAL INFORMATION

The Legislative Affairs Office is responsible for the preparation of the Federal and State Legislative Program for consideration by the Board of County Commissioners and advocating priorities before the executive branch of government, U.S. Congress and the Florida Legislature. Legislative Affairs coordinates the activities of contract lobbyists and provides grant writing assistance to County Departments.

4.3 AWARD OF WORK ORDERS OR WORK ASSIGNMENTS

Projects will be awarded to consultants on an "as needed basis". The Legislative Affairs Office will consider Consultant availability, cost to perform the project, conflict of interest and/or specific and necessary expertise required in the assignment of projects. The County shall provide a Scope of Work/Services to the selected Consultant and the selected Consultant shall submit a written project proposal, including a price quote for the Legislative Affairs Office. The selected Consultant must submit a written project proposal and price quote to the Legislative Affairs Office within a specified time frame upon request of the County. The approved contract rate schedule shall be used as the basis for calculation of the price quote. The County reserves the right to accept or to reject any or all submittal based upon reasonableness and ability to meet the County's requirements. Upon agreement and acceptance of the proposal, the County will issue a work order or work assignment authorizing the work.

Any project that is equal to or greater than the Mandatory Bid/Proposal dollar amount (as stated below) shall be subject to the Purchasing Code, as amended. The "Mandatory Bid/Proposal Amount" is the threshold dollar amount established as policy by the Board of County Commissioners at and above which a formal competitive sealed bid or proposal process must be used. Presently, the Mandatory Bid/Proposal amount for any project is \$50,000. Any project that exceeds the Mandatory Bid/Proposal amount shall be separately solicited via a formal competitive sealed bid or proposal process.

Pre-Qualified Consultant(s) warrants by virtue of submitting a written project proposal (on an as needed basis) that prices shall remain firm for a period of ninety (90) days from the date of said submission by consultant.

4.4 METHOD OF COMPENSATION / WORK ORDERS OR WORK ASSIGNMENTS

Upon the satisfactory completion of services specified in the "Scope of Work" of each work order or work assignment, the County shall pay the Consultant on a firm fixed price basis as identified in each work order or work assignment. Completion of tasks is contingent upon acceptance by the Legislative Affairs Office and assigned Project Manager.

The CONSULTANT shall meet with the Legislative Affairs Office when so requested, and shall provide monthly progress reports for each scope of work order or work assignment issued. Such progress reports will be the basis for evaluation and processing of payment.

4.5 WORK TASKS FOR WHICH CONSULTANT SERVICES MAY BE REQUIRED

A. Grant Identification

- Identification of areas of County interest
- Identification of grant opportunities
- Notification to County
- Provision of grant materials and information

B. Grant Proposal Development

- Definition of the project and its purpose
- Creation of a time line and/or work plan
- Acquisition of and compliance with proposal guidelines if needed
- Creation of performance measures
- Writing of the proposal
- Compilation of supplementary materials
- Printing/productions of proposal
- Meeting the deadline for proposal submission
- Testify at public hearings or workshops
- Grant Opportunity Identification Process

C. Grant Proposal Review

- Proofreading and editing of the proposal

- Review of the proposal for compliance

D. Grant Proposal Evaluation (Pre/Post Submission)

- Review of proposal's basic components
- Review of data included in the proposal
- Technical review
- Post submission feedback from funding source

E. Grant Application Workshop

- Half or full day
- Development of curriculum for selected topic
- Supply materials for workshop
- Minimum 10 participants to maximum 30 participants

4.6 ADDITIONAL RESPONSIBILITIES OF THE CONSULTANT

- A.** The CONSULTANT shall perform only those services directly authorized by the Legislative Affairs Office and/or respective County Office.
- B.** The CONSULTANT shall provide progress reports on a monthly basis in accordance with the contract terms.
- C.** The CONSULTANT shall prepare all documents and support materials developed for the Legislative Affairs Office and respective County Department in Microsoft Office format such as Word, Access, Excel and Power Point.
- D.** The CONSULTANT shall provide documents in both hard copy and electronic format.

**SECTION 5
ATTACHMENTS**

ATTACHMENT 1 - Sample Contract

DRAFT

EXHIBIT A
SCOPE OF WORK/SERVICES
Contract No. _____
(To be completed upon Award of Contract)

EXHIBIT A

SECTION 6 APPENDICES

- APPENDIX A - Price Submittal Page(s)
- APPENDIX B - Business Information Pages
- APPENDIX C - Drug Free Workplace Certification

**APPENDIX A
PRICE SUBMITTAL PAGES
RFS NO. 200353/SC**

Page 1 of 2

The following pricing is submitted as the fully burdened hourly rates for providing Grant Consulting Services to the Legislative Affairs Office in accordance with the Requirements/Scope of Work/Services set forth in this RFS document. All rates are "fully burdened", i.e., includes all overhead costs, general, administrative and profit. The generic classifications provided are just guidelines and respondent can use as many or as few of these as are necessary to correspond to the actual staff levels proposed by your firm to provide service to the COUNTY:

Key Personnel: PROFESSIONAL CONSULTING SERVICES POSITIONS			
Item #	Job Function (Generic Classifications)	Actual Corresponding Title in Respondent's Firm	Fully Burdened Hourly Rate
	Principal		
	Senior Consultant		
	Consultant		
	Junior Consultant		
	Program and Administrative Support		

Other Labor Charges (if applicable):		
Item #	Job Function (Generic Classifications)	Fully Burdened Hourly Rate

Other Direct Costs (i.e., equipment, supplies, operating expense)		
Item #	Description	Rate

The Consultant certifies by signature below the following:

a. This price is current, accurate, complete, and is presented as the Total Price, including "out-of-pocket" expenses (if any), for the performance of this Contract in accordance with the Requirements/Scope of Work/Services of this RFS.

b. The Submittal is submitted without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Submittal for the same materials, services, and supplies and is, in all respects, fair and without collusion or fraud.

c. This Submittal is current, accurate, complete, and is presented to the County for the performance of this contract in accordance with all the requirements as stated in this Request for Submittal.

d. The financial stability to fully perform the terms and conditions as specified herein. The County reserves the right to request financial information from the respondent at any time during the solicitation process and in any form deemed necessary by the County.

IMPORTANT:

FAILURE TO SUBMIT THESE PAGES WILL BE CAUSE FOR "IMMEDIATE REJECTION" OF THE ENTIRE SUBMITTAL RESPONSE.

NAME (PRINT): _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE NO. _____

SIGNATURE: _____

Please affix corporate seal or have proposal notarized.

Notary-Full Name

(Notary Expiration & Seal)

Date: _____

OR:

(Corporation seal)

**APPENDIX B
BUSINESS INFORMATION
RFS NO. 200353/SC**

Full Legal Name of Entity: _____
(Exactly as it is to appear on the Contract/Agreement)

Entity Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Form of Entity (check one and complete the appropriate entity statement attached hereto)

- Corporation (Complete forms page(s)____)
- Partnership, General (Complete forms page(s)____)
- Partnership, Limited (Complete forms page(s)____)
- Joint Venture (Complete forms page(s)____)
- Sole Proprietorship

Federal I.D. Number: _____

(1) If Proponent is a subsidiary, state name of parent company.

Caution: All information provided herein must be as to Proponent (subsidiary) and not as to parent company.

(2) If a corporation is a partner of a proposing partnership or a member of a proposing joint venture, the corporation statement, attached hereto, must be completed in addition to the appropriate Proponent's business entity statement.

Is Entity registered to do business in the State of Florida? Yes [] No []

If **yes** to the above, as of what date? _____

If not presently registered to do business in the State of Florida, Respondent acknowledges, by signing below, that if it is the Awardee it will register with the State of Florida prior to the effective date of the contract with Palm Beach County.

SIGNATURE: _____

NAME (PRINT): _____

TITLE: _____

COMPANY: _____

CORPORATION STATEMENT

If a Corporation, answer the following:

1. When incorporated? _____
2. Where incorporated? _____
3. The Corporation is held:
 Publicly Privately
4. Has the Corporation previously offered (Senior Buyer to add description of type of service or product offered) _____ (as stated in the RFS) in the state of Florida?
 yes no
If yes, indicate Date: _____ Location: _____
5. Furnish the name, title and address of each director, officer, principal managers, and how long they have been employed.
6. Attach a copy of the Corporate Certificate from the Secretary of State.
7. Attach Credit references.

**PARTNERSHIP STATEMENT
(General or Limited)**

If a General or Limited Partnership, answer the following:

1. Date of organization? _____
2. Place of organization? _____
3. Indicate: General Partnership or Limited Partnership
4. Is the Partnership agreement recorded? yes no

If yes, indicate

_____	_____	_____	_____
Date	Book	Page	Location

5. Has Partnership or any partner previously offered (Senior Buyer to add description of type of service or product offered) _____ (as stated in the RFS) in the state of Florida?
 yes no

If yes, indicate Date: _____ Location: _____

6. Furnish the name, title and address of each director, officer, principal manager(s), general or limited partner, and how long each has been employed.
7. Attach one copy of the Partnership Agreement.
8. Attach Credit references.

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of organization? _____
2. Place of organization? _____
3. Is the Joint Venture agreement recorded? yes no

If yes, indicate _____
Date Book Page Location

4. Has Joint Venture previously offered (Senior Buyer to add description of type of service or product offered) (as stated in the RFS) in the state of Florida?
 yes no

If yes, indicate Date: _____ Location: _____

5. Furnish the name, title and address of each director, officer, principal manager(s), general or limited partner of Joint Venture and how long they have been employed.
6. Attach one copy of the Joint Venture Agreement.
7. Attach Credit references.

APPENDIX C
DRUG-FREE WORKPLACE CERTIFICATION
RFS NO. 200353/SC

IDENTICAL TIE SUBMITTALS - In accordance with Section 287.087, F.S., a preference will be given to vendors submitting with their submittals the following certification that they have implemented a drug-free workplace program which meets the requirements of Section 287.087; provided, however, that any preference given pursuant to Section 287.087, shall be made in conformity with the requirements of the Palm Beach County Code, Chapter 2, Article III, Sections 2-80.21 through 2-80.34. In the event tie submittals are received from vendors who have not submitted with their submittals a completed Drug-Free Workplace Certification form, the award will be made in accordance with Palm Beach County's purchasing procedures pertaining to tie submittals.

This Drug-Free Workplace Certification form must be executed and returned with the attached submittal, and received on or before time of submittal opening to be considered. The failure to execute and/or return this certification shall not cause any submittal to be deemed non-responsive.

Whenever two (2) or more submittals which are equal with respect to price, quality, and service are received by Palm Beach County for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by _____ the
(Individual's Name)
_____ of _____
(Title/Position with Company/Vendor) (Name of Company/Vendor)

who does hereby certify that said Company/Vendor has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Signature

Date