



AGENDA ITEM SUMMARY FORM

MEETING DATE: 4/25/2023

PREPARED BY: Phil Conner

AGENDA CONTENT: Discussion and possible action to approve one of the three submissions for the Grant Writing and Administration Services RFP.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: N/A

FUNDS REQUESTED: N/A

FUND: N/A

EXECUTIVE SUMMARY:

The City is seeking an Grant Writing and Administration Services contractor to assist with researching and applying for various grants. Also to assist with the administration and reporting for grants the City is awarded.

There were three RFP submissions. A board was created to score each submission. See the attached score rating sheets for CSRS, Grant Works, and HCH Enterprises.

The board was created by the Purchasing Agent and consisted of 5 evaluators of which were 1 Council Member and 4 staff members of various departments. Each evaluator reviewed and scored each respondent's RFP independently. The rating sheets were collected and totaled by the Purchasing Agent.

The point of the rankings is to create a top three for the Council ability to interview and make a selection. We wanted to present high-quality proposals for Council review.

RECOMMENDATION:

Award one of the three submissions for the Grant Writing and Administration Services RFP.