

Request for Proposal (RFP) For Grant Writing Services

PURPOSE: The City of Geneva is seeking proposals from a qualified / experienced person or firm for Grant Writing services for the purpose of assisting the city with researching, identifying and applying for eligible funding sources for planning and/or capital improvement projects as identified by the city.

NOTE: Based on the number and types of responses provided, it is the intent of the City of Geneva to select, at its sole discretion, an individual or firm believed to be best suited to guide the city towards achieving our stated mission.

MISSION: Conduct research on relevant federal, state and private funding programs to assist the city in identifying revenue sources to match current and future planning and capital improvement needs as outlined by the city.

REQUESTED INFORMATION FOR RFP SUBMISSION:

1. Statement of Qualification - Please provide a general statement outlining why you believe you/your firm is qualified to provide this service to the City of Geneva and explain how the city will benefit from your service.
2. Statement of Strategy- Please provide some general insight into the strategy in which you propose, as the city's Grant Writer, to maximize this opportunity to the city's greatest benefit.
3. Company Overview- Please provide the following:
 - a. Official registered name of company (Corporate, Partnership, DBA, etc.), if applicable and company information (main phone, fax, website, etc.).
 - b. Listing of key internal company contacts (including title, address, phone numbers and email addresses).
 - c. Person authorized to contractually bind the organization for any proposal against this RFP.
 - d. Brief company history, including the year established and the primary services your company provides.
 - e. Brief listing of the types of organizations and industries (public and private) your company has experience with.
 - f. Team Biographies: Include biographies and relevant experience of key staff and management personnel.
4. City Familiarity- Please identify any familiarity and / or working history with the City of Geneva (though not required).
5. Fee For Service- Please provide a description of the total fees for services being proposed, or the fee structure of the services you are proposing (description should explain how costs for service are calculated).

6. References- Please provide three (3) references of current and/or former clients, including company name, contact person, title, address and phone number.

DEADLINE / CITY ADDRESSES: RFPs are due by Friday, June 28, 2024, at 4PM

Emailed RFP submissions should be sent to: estanton@genevaohio.gov by Friday, June 28, 2024.

Snail mail submissions must be post-marked by Friday, June 28, 2024 and sent to:

City of Geneva

Attn: Ella Stanton, Administrative Assistant

44 North Forest St.

Geneva, OH 44041

QUESTIONS: Questions concerning this RFP from prospective submitters should be directed to Ella Stanton, Administrative Assistant, at estanton@genevaohio.gov. Deadline to submit questions is Wednesday, June 26, 2024, at 4PM.

DISCLAIMER: The City of Geneva may, at its sole discretion and without explanation to the prospective applicants, at any time choose to discontinue this RFP. The city further reserves the right to:

1. Reject any or all offers without obligation or liability to any potential applicant.
2. Accept other than the lowest-priced offer.
3. Award a contract based on initial offers received, without discussion or requests for best and final offers.

IMPORTANT NOTE: The selected individual or firm will perform the duties requested as an independent contractor and not as an employee of the City of Geneva.

We look forward to reviewing, selecting and working with the successful candidate, whom we know will be an excellent advocate of our city, working diligently towards enhancing the quality of life for all our residents and visitors.

Posted: June 17, 2024