

REQUEST FOR QUALIFICATIONS (RFQ)

For Federal Fire Safety Services Grant Writer

The City of Chillicothe is soliciting Statements of Qualifications from qualified firms interested in providing professional Federal Grant writing services relating to fire safety services. Grant writers with relevant experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondents. The City of Chillicothe reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview.

Additional information is available by contacting Chillicothe Fire Department, Assistant Chief Knotts, at 54 E Water St, Chillicothe, Ohio 45601, 740-773-2212, or email to aaron.knotts@chillicotheoh.gov.

SCOPE OF WORK

The grant writing will consist of federal grants to improve the operational effectiveness of the Chillicothe Fire Department and enhance their ability to deliver emergency services to the City of Chillicothe.

The selected grant writer will work with the department to determine departmental needs and priorities of the grant projects to enhance the success level of the department in seeking federal grants that meet the operational needs. The grant writer will also be available to assist the department with management of the grant throughout the procurement of equipment and funds and the reporting process.

TIME OF PERFORMANCE

Services of the selected grant writer will begin immediately upon contract approval by the City of Chillicothe as grants become available and as requested by the city.

INFORMATION SOUGHT FROM APPLICANT

The purpose of this RFQ process, as previously stated, is to identify a qualified grant writer that is the most capable of providing the described services. The RFQ submittal should be organized to clearly address the following criteria, which, among others, will be used in the evaluation of qualifications:

- Experience with writing, securing and management of federal grants.
- Knowledge of grant priorities which will enhance success on the grants.
- Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- Professional qualifications of individuals assigned to the project.
- Fee schedule for processing the grant for submission and successful award of the fire services grant.

REVIEW CRITERIA

The City of Chillicothe will review all grant writing qualifications submitted by the deadline.

A. *Schedule.*

- RFQ – Solicitation date: November 4, 2019
- Deadline for submission: November 18, 2019

B. *Selection Criteria.* The responses to this RFQ will be evaluated on the following criteria:

1. Team location, workload, and size (Maximum 10 points)
2. Team qualifications (Maximum 30 points)
3. Key Consultant qualifications (Maximum 20 points)
4. Overall team experience in Fire Safety Services Grant Writing (Maximum 40 points)

C. *Interviews / Selection.* After review and scoring, interviews **may** be conducted with the grant writer determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the grant writer determined to be the most qualified for the project.

D. *Disqualification.* Firms may be disqualified and their responses not considered for any of the following reasons:

- Reason for believing collusion exists among the firms.
- The grant writer's involvement with any litigation against the City of Chillicothe.
- The grant writer's default on any current or previous contract.
- Lack of competency as revealed by a financial statement, experience, or questionnaires, etc.
- Uncompleted work which, in the judgement of the City of Chillicothe, will prevent or hinder the prompt completion of this project.

SUBMISSION REQUIREMENTS

A. Qualifications will be received at the address below no later than the close of business (4:30 p.m.) on November 18, 2019 by mail, email or fax to:

City of Chillicothe
Fire Department
54 E Water St
Chillicothe, Ohio 45601
740-773-2212
ATTN: Aaron Knotts, Assistant Fire Chief
aaron.knotts@chillicotheoh.gov

- B. The Qualifications should contain a statement that to the best of the grant writer's abilities, all information contained in the RFQ submittal is complete and accurate.
- C. The Qualifications should contain a statement granting the City of Chillicothe authorization to contact any previous client of the grant writer for purposes of ascertaining an independent evaluation of the grant writer or team member's performance

D. The Qualifications should address the following:

- Grant writer's history including years in business, services offered, and location(s).
- Technical expertise of grant writer and staff.
- Experience of relevant grants previously completed or underway, and references for such.
- Availability of staff to meet the time requirements

RESERVATION OF RIGHTS

- A. The City of Chillicothe reserves the right to reject any and all statements of qualifications/proposals where the offeror takes exception to the terms and conditions of the RFQ or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFQ.
- B. The City of Chillicothe reserves the right to reject, in whole or in part, any and all proposals where the offeree, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the offeree.

