BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

REQUEST FOR QUALIFICATIONS & PROPOSALS

FOR THE PROVISION OF GRANT WRITING SERVICES

ISSUE DATE: February 24, 2016

DUE DATE: March 8, 2016
11:00AM Prevailing Time

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications/Proposals:

"Borough" - refers to the Borough of Mountain Lakes.

"Qualifications" - refers to the complete responses to this RFQ/P submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the proposal criteria set forth in this RFQ/P.

"RFQ/P" - refers to this Request for Qualifications/Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a response to this RFQ/P.

NOTE: The Borough of Mountain Lakes will consider qualifications only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Borough of Mountain Lakes is soliciting Qualifications from interested persons and/or firms for the provision of **Grant Writing Services**, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFQ/P. The Borough will review Qualifications only from those firms that submit all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of the Borough.

1.2. Procurement Process and Schedule.

The selection of a Respondent is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq., however. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a response to the RFQ/P will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ/P, which will be applied in the same manner to each response received. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned "Pay to Play" laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

Responses will be reviewed and evaluated by the Borough and its legal and/or financial advisors. The responses will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ/P. Under no circumstances will a member of the review team review responses to an RFQ/P for a job which they or their firm may have submitted a response. Based upon the totality of the information contained in the response, including information about the reputation and experience of each Respondent, the Borough of Mountain Lakes will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints).Each Respondent that meets the requirements of the RFQ/P (in the sole judgment of the Borough) will be designated as a Qualified Respondent.

The RFQ/P process commences with the issuance of this RFQ/P. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ/P or the RFQ/P process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:

Richard J. Sheola – Borough Manager
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07046

Qualifications must be submitted to, and be received by, the Borough of Mountain Lakes, via mail or hand delivery, by 11:00 a.m. Prevailing Time on March 8, 2016. Qualifications will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ/P, the Borough of Mountain Lakes (through the issuance of addenda to all firms that have received a copy of the RFQ/P) may modify, supplement or amend the provisions of this RFQ/P in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough of Mountain Lakes.

TABLE 1
ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualifications	February 26, 2016
2.	Receipt of Qualifications	March 8, 2016
3.	Completion of Evaluation of responses	TBD
4.	Approval of Professional Services Resolutions by Borough of Mountain Lakes	TBD

Section 1.3. Conditions Applicable to RFQ/P.

Upon submission of a response to this RFQ/P, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualifications:

- If this RFQ/P is downloaded from the Borough website, the firm or individual MUST email a notification to Cara Fox, Executive Assistant (cfox@mtnlakes.org) indicating their interest. This information will be used in the event of any changes or alterations to this RFQ/P.

* All costs incurred by the Respondent in connection with responding to this RFQ/P shall be borne solely by the Respondent.

- The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ/P from further consideration for this procurement.

- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ/P, or that are not responsive to the requirements of this RFQ/P.

- The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ/P, or otherwise request additional information.

- All responses shall become the property of the Borough and will not be returned.

- All responses will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.

- The Borough may request Respondents to send representatives to the Borough for interviews.

- Any and all responses not received by the Borough by 4:00 p.m. Prevailing Time on March 8, 2016 will be rejected.

- Neither the Borough, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the response to this RFQ/P, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a response or from participating in this procurement process.

Section 1.4. Rights of Borough of Mountain Lakes.

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ/P and the procurement process in accordance with the provisions of applicable law:

- To determine that any responses received complies or fails to comply with the terms of this RFQ/P.
- To supplement, amend or otherwise modify the RFQ/P through issuance of addenda to all prospective Respondents who have received a copy of this RFQ/P.
- To waive any technical non-conformance with the terms of this RFQ/P.
- To change or alter the schedule for any events called for in this RFQ/P upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ/P.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the response to the RFQ/P and to request additional information to support the information included in any response.
- To suspend or terminate the procurement process described in this RFQ/P at any time (in its sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFQ/P.

1.5 Addenda or Amendments to RFQ/P.

During the period provided for the preparation of responses to the RFQ/P, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFQ/P. All responses to the RFQ/P shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Preparation.

Each response and all information required to be submitted pursuant to the RFQ/P shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Borough, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the response or other information required by the RFQ/P.

1.7 **Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ/P.

Responses which in the judgment of the Borough fail to meet the requirements of the RFQ/P or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Borough to solicit Qualifications from Respondents that have expertise in the provision of **Grant Writing Services**. Firms and/or persons responding to this RFQ/P shall be able to demonstrate that they will have the continuing capabilities to perform these services and that they have significant experience and success in identifying and procuring grants for local government entities from multiple sources including Federal, State, County and private entity funding sources.

Individuals/firms responding to this RFQ/P must be able to demonstrate that they have the continuing capabilities to provide the following services:

1. Track and seek all appropriate Federal, State and private entity funding sources;

2. Grants/Project management capabilities;

3. Oversight of any administrative services necessary to meet grant requirements;

4. Needs assessment and development of a plan to identify funding sources for entities' objectives;

5. Track State and Federal legislative initiatives pertinent to the Borough's operations;

6. Attendance at regular, special and emergency meetings of the entities, if required;

7. Attendance at all other meetings that the Borough deems necessary;

8. Preparation and/or review of reports and applications as requested by the Borough; and

Review of all correspondence referred by the Borough and preparation of correspondence on behalf of the Borough, if requested.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The response submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualifications. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its submissions, provide the following information:

1. A Summary including:

   (a) A description of its overall experience in providing the type of services sought in the RFQ/P. Respondent shall provide a list of all potential/anticipated funding sources. Respondent shall also provide a listing of all other engagements where services of the type being proposed were provided during the past two calendar years. Contact information for the recipients of the similar services must be provided. The Borough may obtain references from any of the parties listed.

   (b) Name, address and contact information of references.

   (c) Describe the services that Respondent would perform directly and those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

   (d) The fee to be charged the Borough for Grant Writing services either on a flat rate or per grant application basis.

(e) Resumes of key employees.

(f) List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

2. An executed Letter of Qualification (See Appendix A to this RFQ/P).

3. Name, address and telephone number of the firm or firms submitting the response pursuant to this RFQ/P, and the name of the key contact person.

4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.

(a) Provide the names and business addresses of all Principals of the firm or firms submitting the response. For purposes of this RFQ/P, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

(b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a response. Describe the approval process.

(c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

(d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

5. An executed Letter of Intent (See Appendix B).

6. The number of years your organization has been in business under the present name and current management.

7. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

9. Confirm appropriate federal and state licenses to perform activities. **Submit a copy of the Firm's Business Registration Certificate.**

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualifications.

Respondents must submit an original, three (3) copies and one (1) digital copy of the submission (CD) to the Designated Contact Person:

Richard J. Sheola - Borough Manager
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, N.J. 07046

Qualifications must be received by the Borough no later than 11:00 a.m. (prevailing time) on March 8, 2016, and must be mailed or hand-delivered. Proposals forwarded by facsimile or e-mail will not be accepted.

To be responsive, submissions must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualifications and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Borough's objective in soliciting Qualifications is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Mountain Lakes. The Borough will consider Qualifications only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFQ/P.

Qualifications will be evaluated by the Borough on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Borough; and
4. Other factors demonstrated to be in the best interest of the Borough.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Richard J. Sheola - Borough Manager
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, N.J. 07046

Dear Ms. Rountree:

The undersigned have reviewed our submission submitted in response to the Request for Qualifications (RFQ/P) issued by the Borough of Mountain Lakes ("Borough"), dated January 11, 2016, in connection with the Borough's need for **Grant Writing Services**.

We affirm that the contents of our submission (which submission is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that it is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief
Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Richard J. Sheola - Borough Manager
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, N.J. 07046

Dear Ms. Rountree:

The undersigned, as Respondent, has (have) submitted the attached Qualifications in response to a Request for Qualifications (RFQ/P), issued by the Borough of Mountain Lakes ("Borough"), dated January 11, 2016 in connection with the Borough's need for **Grant Writing Services**.

(Name of Respondent) HEREBY STATES:

1. The submission contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ/P and to adhere to the Borough's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the submission and any proposal prepared and submitted in response to the RFQ/P, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this submission as Principals are named herein and that no person other than those herein mentioned has any participation in this submission or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough.

5. (Name of Respondent) declares that this submission is made without connection with any other person, firm or parties who has submitted a response to this RFQ/P, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the

Borough shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ/P.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of **Grant Writing Services** must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____