

MANATEE COUNTY GOVERNMENT

INTENT TO AWARD

| | | | | |
|-----------------------------------|---|-----------------------------|-------------------------------------|-------------|
| RFP NO./TITLE | RFP 24-R083319SB Grant Writing and Program Administration | DATE POSTED | MC _____ | DS _____ |
| PROCUREMENT REPRESENTATIVE | Stacia Branco | PROJECTED AWARD DATE | January 26, 2024 | |
| DEPARTMENT/DIVISION | Financial Management | AUTHORIZED BY DATE | Jacob Erickson, Purchasing Official | |

NOTICE OF INTENT TO AWARD

The Manatee County Procurement Division provides notice of its intent to award a contract with Kimley-Horn and Associates, Inc., Grant Professional, Inc. DBA Brooks and Dun Grant Consulting, and Hagerty Consulting Services, Inc. for the provision of Grant Writing and Program Administration.

ENABLING/REGULATING AUTHORITY

Manatee County Procurement Ordinance, Sec 2-26.

BACKGROUND/EVALUATION

Manatee County is desirous of locating, applying for, and receiving Federal, State, nonprofit, foundation, corporate, and private grants that will benefit citizens and visitors of Manatee County. The County seeks to maximize the return on resident's tax dollars through the successful pursuit of grants and other funding opportunities. The Financial Management Department requested proposals from qualified firms to provide Grant Writing and Program Administration.

The solicitation was advertised on the Manatee County website, and DemandStar. It was also provided to the Manatee County Chamber of Commerce, the Manasota Black Chamber of Commerce, Gulf Coast Builders Exchange, and Gulf Coast Latin Chamber of Commerce for release to its members. Responses were received from the following firms:

1. Conethic Consulting Services, LLC
2. Grant Professionals, Inc. DBA Brooks and Dun Grant Consulting
3. Guardian Community Resource Management, Inc.
4. Hagerty Consulting Services, Inc.
5. Kimley-Horn and Associates, Inc.
6. Kleinhaus Consulting Group, LLC
7. Witt O'Brien's, LLC

The following firms were deemed non-responsive: Conethic Consulting Services, LLC and Witt O'Brien's, LLC

EVALUATION COMMITTEE MEMBERS:

Stacia Branco, Procurement Division, non-voting
 Julia Vieira, Community Development Project Manager
 Lauren Franklin, Grant Writer

Melissa Kennedy, Senior Budget Manager

EVALUATION SUMMARY:

The Evaluation Committee first convened on January 18, 2024 and conducted technical evaluations of the five (5) responsible and responsive proposals received. Upon completion of the technical evaluations, the Evaluation Committee unanimously elected to move forward with awarding a contract with the top three (3) scored firms.

RECOMMENDATION:

The Evaluation Committee unanimously recommends award to the following firms: Kimley-Horn and Associates, Inc., Grant Professional, Inc. DBA Brooks and Dun Grant Consulting, and Hagerty Consulting Services, Inc.

| ATTACHMENTS (List in order of attached) | Score Tabulation | ESTIMATED COST | Dependent Upon Grant |
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Manatee County Procurement Division
 Score Tabulation for Technical Evaluations
 Request for Proposals (RFP) No. 24-R083319SB
 Grant Writing and Program Administration
 January 18, 2024 @ 9:00 A.M.

| | Criteria: Tab 6 Proposer & Team Experience Maximum Score: 20 | | | | Criteria: Tab 7 Approach Maximum Score: 30 | | | | Criteria: Tab 8 Performance Guarantees Maximum Score: 25 | | | | Criteria: Tab 9 Capacity Maximum Score: 15 | | | | Criteria: Tab 10 Fee Proposal Maximum Score: 10 | | | | Results | |
|---|--|-----------------|-----------------|---------------|--|-----------------|-----------------|---------------|--|-----------------|-----------------|---------------|--|-----------------|-----------------|---------------|---|-----------------|-----------------|---------------|-------------|---------------|
| | Julia Vieira | Lauren Franklin | Melissa Kennedy | Average Score | Julia Vieira | Lauren Franklin | Melissa Kennedy | Average Score | Julia Vieira | Lauren Franklin | Melissa Kennedy | Average Score | Julia Vieira | Lauren Franklin | Melissa Kennedy | Average Score | Julia Vieira | Lauren Franklin | Melissa Kennedy | Average Score | Final Score | Final Ranking |
| Kimley Horn and Associates, Inc. | 18.00 | 20.00 | 20.00 | 19.33 | 30.00 | 28.00 | 30.00 | 29.33 | 20.00 | 23.00 | 25.00 | 22.67 | 15.00 | 15.00 | 15.00 | 15.00 | 0.00 | 8.00 | 5.00 | 4.33 | 90.67 | 1 |
| Grant Professionals, Inc. dba Brooks & Dun Grant Consulting | 20.00 | 15.00 | 20.00 | 18.33 | 20.00 | 25.00 | 27.00 | 24.00 | 25.00 | 25.00 | 23.00 | 24.33 | 15.00 | 15.00 | 15.00 | 15.00 | 8.00 | 8.00 | 8.00 | 8.00 | 89.67 | 2 |
| Hagerty Consulting Services, Inc. | 15.00 | 15.00 | 15.00 | 15.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 15.00 | 15.00 | 15.00 | 15.00 | 0.00 | 5.00 | 5.00 | 3.33 | 83.33 | 3 |
| Guardian Community Resource Management, Inc. | 10.00 | 15.00 | 18.00 | 14.33 | 20.00 | 30.00 | 20.00 | 23.33 | 25.00 | 15.00 | 20.00 | 20.00 | 15.00 | 15.00 | 15.00 | 15.00 | 10.00 | 10.00 | 10.00 | 10.00 | 82.67 | 4 |
| Kleinhaus Consulting Group, LLC | 10.00 | 10.00 | 10.00 | 10.00 | 15.00 | 15.00 | 15.00 | 15.00 | 10.00 | 15.00 | 15.00 | 13.33 | 3.00 | 5.00 | 5.00 | 4.33 | 3.00 | 5.00 | 3.00 | 3.67 | 46.33 | 5 |

NonResponsive: Conethis Consulting Services, LLC and Witt O'Brien's, LLC