

**REGIONAL PURCHASING CONSORTIUM**

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**ON-CALL GRANT SERVICES**

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**Published Date: Monday, November 11<sup>th</sup>, 2024**

SCRCOG RFQ# 024-02

## 1.0 GENERAL INFORMATION

### 1.1 INTRODUCTION

The South Central Regional Council of Governments (“SCRCOG”) solicits qualifications from consulting firms to provide “On-Call” grant-related professional services on an as needed basis for its region’s fifteen member municipalities. All work performed under this contract shall be under the direction of professionals licensed by the State of Connecticut, and proof of registration with the Secretary of State may be required if the professional is not a sole practitioner.

Certain projects will require specific expertise. Consultants who apply for work covered under the Request for Qualifications (“RFQ”) should be familiar with any local, state, or federal regulations that may apply, including but not limited to, State of Connecticut Department of Energy and Environmental Protection, Department of Health, Department of Transportation, Department of Economic and Community Development, Environmental Protection Agency, and Federal Aviation Administration.

The On-Call list will be selected by a panel comprised of representatives of SCRCOG member municipalities. Selection letters informing a Respondent if they have made the list, or not, will be sent from SCRCOG.

Each municipality will make their own awards and will have sole discretion as to which project might be assigned to a selected On-Call firm or whether they will prepare a project specific request for proposal.

### 1.2 ISSUING ORGANIZATION

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

### 1.3 INFORMATION AND INQUIRIES

Updates and addenda to this RFQ will be posted at <https://scrcog.org/>.

Inquiries regarding this RFQ must be submitted in writing and sent by **Monday, November 25<sup>th</sup> at 12pm** through email:

Brendon Dukett, Municipal Services Coordinator  
South Central Regional Council of Governments  
127 Washington Avenue, 4th Floor West, North Haven, CT 06473  
[bdukett@scrcog.org](mailto:bdukett@scrcog.org)

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org> by **Monday, December 2<sup>nd</sup> at 12 PM**. It is the responsibility of the Respondent to determine whether any addenda have been issued and to ensure that all requirements of the RFQ are met prior to submittal of the qualifications. No questions will be answered orally, and questions should not be directed to the municipalities.

### 1.4 RESPONSE DEADLINE

**Responses to this RFQ must be received by Monday, December 23<sup>rd</sup> at 12pm**, and be addressed to:

Brendon Dukett, Municipal Services Coordinator  
South Central Regional Council of Governments  
127 Washington Avenue, 4th Floor West, North Haven, CT 06473

### 1.5 SUBMISSION OF RESPONSES

**Six (6)** copies of the response to this RFQ must be received at the SCRCOG Offices, 127 Washington Avenue, 4th Floor West, North Haven, CT 06473. The sealed envelope must have the Respondent's name and address in the upper left-hand corner and a reference to "RFQ024-02: On-Call Grant Services" in the lower left-hand corner.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

## **1.6 COST OF RESPONSE PREPARATION**

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

## **1.7 OWNERSHIP INFORMATION**

All responses submitted will be the property of SCRCOG and its municipalities. All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

## **1.8 EQUAL OPPORTUNITY REQUIREMENTS**

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

## 2.0 SCOPE OF SERVICES

### 2.1 PROGRAM DESCRIPTION

Currently, there are no specific projects. You are applying to be put on a master “On-Call” list. We encourage full service and smaller firms to apply. Respondents should indicate which discipline(s) they specialize in, found Attachment A: “Discipline Checklist”

The selected consultants will provide comprehensive consulting services as required for the preparation and support related to grant services such as grant writing, program administration, grant evaluation, needs assessments, etc.

The selected consultants must have adequate staffing to assure task continuity, prompt delivery of services, and completion of assigned tasks.

The selected consultants must be able to begin work on assigned projects within fourteen (14) days of notification by the municipality.

The selected consultants must assign a Project Manager.

The selected consultants and the authorized municipal representative will negotiate the compensation for each project submitted by the municipality. Each individual member municipality will award contracts for work done in their community.

The selected consultants must have the capability to provide the member municipalities with expertise in performing other functions, such as, but not limited to, preparation of grant applications, liaison functions and clerical assistance. The following is a summary of potential services which the selected Consultant may be required to provide. It is also understood that the selected consultant will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the owner can be achieved.

### 2.2 SUMMARY OF POTENTIAL SERVICES

#### 1. Grants Identification & Research

- Monitor Funding Opportunities: Regularly review federal, state, regional, and private funding opportunities relevant to SCRCOG and member municipalities.
- Needs Assessment: Conduct assessments to identify specific funding needs of SCRCOG and its member municipalities.

## 2. Proposal Development & Writing

- Grant Proposal Writing: Lead or support the writing of competitive grant proposals, ensuring clarity, compliance, and alignment with funder requirements.
- Proposal Strategy: Develop strategic approaches for each grant application, including project scope, budgets, and sustainability plans.
- Collaboration: Work closely with SCRCOG staff, member municipalities, and other stakeholders to gather information, clarify needs, and develop cohesive grant applications.
- Prepare Supporting Documents: Assist in preparing budgets, letters of support, project timelines, and other required documentation.
- Review & Edit: Provide review, feedback, and final edits to ensure the highest quality of submissions.
- Grant Debriefing: Attend meetings with grant awarding agency & applicants to understand why a grant was not awarded.

## 3. Grants Management & Compliance

- Post-Award Management: Assist with post-award administration, including ensuring compliance with grant reporting requirements, financial management, and funder-specific guidelines.
- Grant Reporting: Develop and submit required reports (financial and narrative) in a timely manner.
- Budget Monitoring: Track grant expenditures and ensure funds are used appropriately in line with the approved budget.
- Audit Preparation: Assist in preparing for any grant audits or reviews by funding agencies.

## 4. Capacity Building & Training

- Training for Staff: Provide training to member municipalities as requested on topics that may include topics on grant application processes, grants management, and compliance.
- Education: Organize and deliver workshops/webinars to build the capacity of SCRCOG staff and member municipalities to identify and apply for grants upon request.
- Technical Assistance: Offer technical assistance to member municipalities seeking grants independently or collaboratively.

## 5. Strategic Grant Planning

- Long-term Grant Strategy: Help develop a long-term, strategic grants plan that aligns with municipal and regional goals.
- Priority Projects: Assist in identifying priority projects for future grant funding and create a pipeline of potential grant projects.
- Partnership Development: Facilitate the formation of partnerships and collaborations that increase the competitiveness of grant applications.

## 6. Evaluation & Impact Assessment

- **Project Evaluation:** Design or assist in developing project evaluation plans for grants, ensuring that outcomes and performance metrics are measured effectively.
- **Impact Reports:** Assist in compiling data and creating reports to highlight the impact of successfully funded projects, demonstrating the value of securing external funding.

### 3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in five parts: (1) Letter of Interest, (2) Experience, (3) Staffing Plan, (4) Management Plan, and (5) Services Offered.

#### 3.1 LETTER OF INTEREST

The Letter of Interest must specify the following:

- The name and address of the Respondent.
- Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
- Name, title and telephone number of the individual that SCRCOG should contact regarding questions and clarifications.
- The corporation's name and the addresses of all proposed sub-consultants.

#### 3.2 EXPERIENCE

Provide a written discussion of the firm's experience in sufficient detail to demonstrate an understanding of RFQ's scope and the services required. Indicate which disciplines a firm wishes to be considered for and submit the professional resumes of the staff that oversee those disciplines.

Provide a detailed written summary of the firm's history, experience, and capability in providing the services a firm has indicated they would like to offer.

#### 3.3 STAFFING PLAN

Provide professional resumes for other key personnel (not identified in 4.2) whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility.

Provide the resumes of all key personnel and potential subcontractors with relevant licensing, credentials, or certifications.

#### 3.4 MANAGEMENT PLAN

Describe the firm's management system and how it will function to ensure timely delivery of On-Call Grant Services



### 3.5 SERVICES OFFERED

Please indicate which services you are offering to provide by checking the appropriate box(es) on the attached – “Attachment A: Discipline Checklist”

Firm’s demonstrated knowledge and familiarity with each municipality and what previous work was done in a municipality, if any.

References attesting to the quality of services performed and/or demonstrated ability of the firm.

Clarity and conciseness of presentation.

### 4.0 SUBMISSION OF RESPONSES

Six (6) copies of the response to this RFQ must be received at:

South Central Regional Council of Governments  
Attn: Brendon Dukett  
127 Washington Avenue  
4th Floor West  
North Haven, CT 06473

The sealed envelope must bear on the outside, the name of the Respondent, the Respondent’s full mailing address, and a reference to “RFQ024-02 On-Call Grant Services”

**Responses to this RFQ must be received by Monday, December 23<sup>rd</sup> at 12pm.** Responses received after the date and time prescribed shall not be considered.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

## 5.0 EVALUATION AND SELECTION

### 5.1 EVALUATION CRITERIA

The criteria to be used as a guideline in the selection process include the following:

- Understanding of the scope of services
- Background and experience of the firm
- Qualifications of Key Personnel which includes background, education, and relevant experience
- Proposed service delivery system for providing on-call services
- Knowledge of the regional municipalities
- References and testimonials
- Clarity and Conciseness of presentation

### 5.2 SELECTION PROCESS

A selection panel shall assist SCRCOG in choosing the successful firms to be placed on the On-Call list. SCRCOG will select one or more firms to be placed on the On-Call list.

Respondents submitting the most responsive proposals shall be invited to an interview with a selection committee.

Responses to this RFQ will be reviewed against the criteria listed above in Section 5.1.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFQ.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFQ requirements.

## 6.0 GENERAL PROVISIONS

- a) All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- b) The selected Respondents shall uphold the highest professional standards in all dealings with elected officials, public officials, SCRCOG employees, municipal volunteers, contractors, vendors, and all others when representing SCRCOG.
- c) The selected Respondents shall be responsible for identifying, certifying, and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFQ and the performance of the work.
- d) The selected Respondents shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFQ.

## 6.1 CONDITIONS

Respondents to this RFQ will be expected to adhere to the following conditions and must make a positive statement to that effect in their proposals submitted:

- Have personnel/resources sufficient to assure task continuity and completion.
- Agree to accept and follow management direction from the municipality and, specifically, from the municipality's designated personnel.
- Agree that if the municipalities cannot in good faith negotiate a written contract within a reasonable time with the awarded respondent(s), the municipality may unilaterally cancel its award for that project.
- Agree that any contract between a member municipality and the respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the awarding member municipalities.

## 6.2 DISCLAIMER

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFQ. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFQ once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFQ is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFQ.

**ATTACHEMENT A: DISCIPLINE CHECK LIST**

Please indicate, with an “X”, which services you would like to be considered for. This Check List must be completed and submitted with any response to this RFQ.

<b>X</b>	<b>Grant Writing Subject Matters</b>
	Affordable Housing
	Broadband
	Brownfields
	Capital Projects
	Climate Change
	Coastal Resiliency
	Community Development
	Cybersecurity
	Economic Development
	Environmental Preservation
	Fire Safety
	Flood Hazard Mitigation
	Hazard Mitigation
	Historic Preservation
	Infrastructure
	Parks
	Public Health
	Public Safety
	Solid Waste
	Transportation
	Transportation & Infrastructure

<b>X</b>	<b>Professional Technical Assistance</b>
	Grant Identification and Research
	Grant Proposal Review and Assistance
	Grant Management & Compliance
	Strategic Grant Planning / Needs Assessment
	Communication and Reporting
	Evaluation Assessment
	Technical Issue Troubleshooting
	Education
	Federal Grant Administration