

## **REQUEST FOR QUALIFICATIONS MUNICIPAL GRANT CONSULTANT**

The City of Orange Township desires to appoint a firm to serve as a 2023 Grant Consultant to the municipality. The applicant should demonstrate knowledge of and familiarity with County, State, and Federal agencies and procedures related to the identification, research, planning, preparation, and submission of grant-in-aid applications for use in local government.

### **MANDATORY MINIMUM REQUIREMENTS**

1. The firm must have at least five (5) years experience in providing the grant consulting services referenced herein.
2. The firm must provide a list of other public entity clients, which the firm either in the past or present has represented with favorable outcomes.
3. Any firm associate who may handle the municipality's grant consulting services must have an identifiable supervisor or managing partner who will be responsible for direct oversight and assistance to the consultant and the municipality.
4. The consulting firm must have a bona fide office registered in the State of New Jersey.
5. The consulting firm must have a representative available to meet with municipality department heads or appointed person(s) to prep for grant submissions and post grant determination conferences.

### **EXAMPLES OF CONSULTING ACTIVITIES**

1. Coordinates with the Business Administrator's Office – Grants Management and Compliance division in the research, acquisition, and follow-up of County, State, Federal

and non-government grant programs that support the City's functions, goals, and objectives.

2. Meets with the Department Heads, or their designees, on a regular basis to review current grant funding activities to ensure that application deadlines are met.
3. Prepares specific applications for grant funds and provides technical assistance to municipal representatives regarding grant applications to improve their chances for success.
4. Maintains an inventory of all grant activity and prepares a monthly status report of all current and pending grants.

#### **RESERVATION OF RIGHTS**

1. The firm must certify that none of its principles or associates has any conflict of interest in providing such services to the City of Orange Township.

#### **SUBMISSION OF QUALIFICATIONS**

Respondents must submit an original and five (5) copies of their qualifications to the designated contact person.

City of Orange Township  
Department of Administration  
29 North Day Street  
Orange, New Jersey 07050

Attention: Chris Hartwyk, Business Administrator

Submissions due no later than noon, December 15<sup>th</sup>, 2022.