

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUEST FOR PROPOSAL**

Sealed proposals will be received by the Purchasing Agent of the Township of Neptune, 25 Neptune Boulevard, Neptune, New Jersey on **November 15, 2016 at 9:00 A.M.** for the following:

On-Line Grant Management and Reporting

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The Township of Neptune reserves the right to reject any or all proposals if it is deemed to be in the best interest of the Township to do so.

Submission Requirements

Responses to this RFP must be delivered in a sealed envelope clearly marked On-Line Grant Services no later than **9:00 AM** November 15, 2016

Purchasing Agent
Township of Neptune
25 Neptune Boulevard
Neptune, New Jersey 07754-1125
732-988-5200, ext. 254

Request for Proposal

INTRODUCTION

The Township of Neptune is seeking proposals from a qualified grant consulting firm to implement a system to improve the effectiveness at identifying, applying for, winning and managing competitive Federal, State, Foundation and Local grant awards.

SCOPE OF SERVICE

At minimum, the proposed solution must offer: computerized on-line access to grants at all levels; training for experienced and inexperienced grant writers in preparation of more successful applications and proposals; include user friendly software applications and tools to better manage and track the entire grant process and reporting requirements; offer customer service and support to end users for access to grant information and efficiently maximize grant management software applications.

SYSTEM REQUIREMENTS

Software and all applications must be compatible with the Township's existing computer hardware, operating systems and programming requirements. The Township utilizes Microsoft Windows 7 Professional; Dell Servers, Desktops and Laptops; Chrome and Internet Explorer 11, access provided thru T-1 broad bandwidth via router/firewall connectivity.

MANAGEMENT & STAFFING REQUIREMENTS

Provide names and titles of qualified principals and personnel employed by the firm, who will be responsible for the implementation, participation and management of proposed services. Include resumes, certifications, professional affiliations and all applicable experience and expertise of key employees who may be assigned to this specific project.

NARRATIVE & SCHEDULE

Identify the funding challenges and difficulties facing government entities, and outline the methodology in which the proposed solution will be undertaken to address these challenges. Submit a project schedule, (10) days from award of the contract, outlining the development and implementation of the proposed Services and Software.

QUALIFICATIONS & REFERENCES

Specific areas of experience should include familiarity with Grant Consulting, Grant Tracking, and Related Software relevant to this project and other similar accomplishments. Knowledge of applicable laws, statutes, rules and regulations of the United States, State of New Jersey, and Local governments and Agencies of which relates to, or have effect on this project, and/or the performance of the agreement between the Township and the successful firm.

Submit any and all current clients including but not limited to: Local government agencies in New Jersey with similar demographics, and financial characteristics to Neptune Township. Include personal contacts with telephone numbers and email addresses

Evaluation Process

Proposals will be evaluated using the following criteria and point system

<u>CRITERIA</u>	<u>POINTS</u>
SCOPE OF SERVICE	20
SYSTEM REQUIREMENTS	10
MANAGEMENT & STAFFING REQUIREMENTS	20
NARRATIVE & SCHEDULE	10
QUALIFICATIONS & REFERENCES	15
PRICING	<u>25</u>
TOTAL	100