

RESOLUTION NO. 2021- 296

A RESOLUTION AWARDING A CONTRACT TO TRIAD ASSOCIATES, VINELAND, NJ, FOR GRANT WRITING AND RELATED CONSULTANT SERVICES.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Grant Writing and Related Consultant Services for the City of Vineland in accordance with RFQ 2021-13; and

WHEREAS, the Request was published on the City's official website and in the City's official newspaper; and

WHEREAS, two (2) proposals were received and referred to the Business Administrator for evaluation and recommendation; and

WHEREAS, it has recommended that a contract for the required services be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$20,000.00, for the contract period beginning July 1, 2021 through June 30, 2023, with the option to extend for one additional two (2) year term; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Grant Writing and Related Consultant Services for the City of Vineland, be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process, in an amount not to exceed \$20,000.00, for the contract period beginning July 1, 2021 through June 30, 2023, with the option to extend for one additional two (2) year term.

Adopted:

President of Council

ATTEST:

City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

(DATE)

1. Service (detailed description): Grant Writing & Related Consulting Services



2. Amount to be Awarded: \$ 20,000

- Encumber Total Award
 Encumber by Supplemental Release



3. Amount Budgeted: \$ _____

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

10120100110123044

5. **Account Number to be Charged: _____

6. Contract Period: July 1, 2021 to June 20, 2023 with option to extend for one (1) additional two (2) year term.

7. Date To Be Awarded: June 22, 2021

8. Recommended Vendor and Address: Triad
1301 W. Forest Grove Rd
Vineland, NJ

9. Justification for Vendor Recommendation:(attach add'l information for Council review)


- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? In the local newspaper & City's website.

10. Evaluation Performed by: Robert Sullivan

11. Approved by: _____

12. Attachments:

- Awarding Proposal
 Other: _____

- Send Original to: **Purchasing Department**
- Send Copy to: **Business Administration** 

** If more than one account #, provide break down

C. COST PROPOSAL

TRIAD Associates will undertake the specified tasks in the RFQ. While the contract amount is subject to negotiations upon award of the contract, the blended hourly rate of \$140.00 , which includes all travel, clerical, production and related expenses, reflects the general fee structure:

STAFF CATEGORY	RATE
Chief Executive Officer	\$225 per hour
President/Vice President/ Technical Specialist	\$200 per hour
Senior Associate	\$175 per hour
Associate	\$150 per hour
Housing Technician	\$135 per hour
Junior Associate	\$100 per hour

Contract Term: As noted in the RFQ, the City of Vineland intends to award one (1) contract for Grant Writing and Related Consultant Services for a term of two (2) years, beginning July 1, 2021, through June 30, 2023, with the option to extend for one (1) additional two (2)-year term.

Please see the Proposed Contract located in the Appendix section of this proposal.