



Vineland, New Jersey

RESOLUTION NO. 2025- 221

A RESOLUTION AUTHORIZING THE EXECUTION OF  
PROFESSIONAL SERVICES AGREEMENTS FOR GRANT  
WRITING AND RELATED CONSULTANT SERVICES.

WHEREAS, the City of Vineland has heretofore advertised for requests for qualifications for Grant Writing and Related Consultant Services for the City of Vineland in accordance with COV RFQ 2025-06; and

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

WHEREAS, three (3) proposals were received and referred to the Business Administrator for evaluation and recommendation; and

WHEREAS, it has been recommended that Professional Services Agreements for the required services be awarded based upon the proposals received, pursuant to a fair and open process to the following:

1. The Aubrey Group, Elizabeth, NJ
2. Bruno Associates, Clifton, NJ
3. Triad Associates, Vineland, NJ

WHEREAS the Professional Services Agreements are awarded based upon the proposals received, pursuant to a fair and open process and opened on March 19, 2025, which are incorporated herein as if set forth herein at length, copies of which are kept in the Office of the Qualified Purchasing Agent, for the contract period beginning July 1, 2025 through January 31, 2026; and

WHEREAS, the availability of funds for said Contracts 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 that the Mayor and Clerk are authorized to execute Agreements for Grant Writing and Related Consultant Services for the City of Vineland (COV RFQ 2025-06), as listed herein after, based upon the proposals received, pursuant to a fair and open process, at the rates as set forth in said proposals, for the contract period beginning July 1, 2025 through January 31, 2026.

1. The Aubrey Group, Elizabeth, NJ
2. Bruno Associates, Clifton, NJ
3. Triad Associates, Vineland, NJ

Adopted: May 13, 2025

\_\_\_\_\_  
President of Council pfs

ATTEST:

\_\_\_\_\_  
City Clerk rgf



**BID EVALUATION FORM – AWARDING**

DEPARTMENT: Administration DATE: 5/2/25

The undersigned recommends that a contract be awarded for the following:

1. BID TITLE: Grant Writing & Related Consultant Services

2. BID NUMBER: 2025-06

3. AMOUNT TO BE AWARDED: \_\_\_\_\_

☐ ENCUMBER TOTAL AWARD

☐ ENCUMBER BY SUPPLEMENTAL RELEASE

4. ENGINEER'S ESTIMATE: \_\_\_\_\_

5. AMOUNT BUDGETED: \$ \_\_\_\_\_

6. ACCOUNT NUMBER TO BE CHARGED: \_\_\_\_\_

7. TRACKING ID: \_\_\_\_\_ COMMODITY CODE: \_\_\_\_\_

8. DATE BIDS RECEIVED: \_\_\_\_\_

9. DATE TO BE AWARDED: \_\_\_\_\_

10. RECOMMENDED VENDOR NAME AND ADDRESS: The Aubrey Group, Bruno Assoc Inc., Triad Associates

11. IS RECOMMENDED VENDOR APPARENT LOWEST BIDDER? ☐ Yes ☐ No

12. COMMENTS/SPECIAL INSTRUCTIONS: Award all 3 vendors for list of professionals to be used by City Depts

13. EVALUATION PERFORMED BY: Robert Dickenson  
(NAME, TITLE AND EXTENSION NUMBER)

14. APPROVED BY: Robert E. Dickenson, Jr.  
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

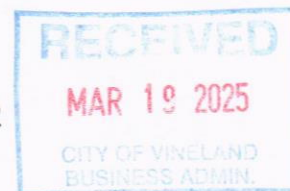
15. ATTACHED: (CHECK-OFF LIST)

☐ Tabulation of Bids

☐ Justification for Recommendation (if applicable)

☐ Evaluation Data (if applicable)

**PURCHASING AGENT RECOMMENDATION AWARD**  
**COV RFQ # 2025-06**



Proposals were received and opened Wednesday, March 19, 2025 at 1:00 PM for Grant Writing & Related Consultant Services for the COV from the following:

The Aubrey Group  
Bruno Associates, Inc.  
Triad Associates

Comments: Both bidders submitted all the mandatory documents.

**Recommendation:** The using department needs to review the proposals for compliance with the technical specifications of the proposal. If a vendor meets all the requirements of the specifications, then you can send up your request for award along with your evaluation scores.

Jeanine N. Meneghetti, QPA  
Purchasing Agent

OK  
[Signature]  
FOR  
RD  
3-20-25

COV RFP/RFQ # 2025-06 for: Grant Writing & Related  
Consultant Services

DATE/TIME: 3/19/25 1:00

VENDORS:	<i>The Aubrey Group</i>	<i>Bruens Associates Inc.</i>	<i>Truad Associates</i>	
MANDATORY FORMS				
Statement of Ownership Disclosure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EEO/Affirmative Action Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Addenda, if any	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disclosures of Investment Activity in Iran	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Total Amount: <i>Belarus</i>	\$ <u>160.00</u>	\$ <u>125.00</u>	\$ <u>140.00</u>	\$

VENDORS:				
MANDATORY FORMS				
Statement of Ownership Disclosure				
EEO/Affirmative Action Compliance				
Addenda, if any				
Disclosures of Investment Activity in Iran				
Total Amount	\$	\$	\$	\$