



Information and General Services Department

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NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: August 24, 2021

TO: Board of Supervisors

FROM: Steve Monaghan, Chief Information Officer

SUBJECT: Approve a Qualified List based on the competitive Request for Qualifications No. 143579 for Grant Writing Consulting Services, to be provided as needed various County departments for the initial period of September 1, 2021 through June 30, 2024. Approve the option to renew the resulting Qualified List for up to two (2) additional one-year periods.

RECOMMENDATION: Adopt the Resolution

FUNDING: There is no immediate fiscal impact resulting from this action. Individual contracts will be negotiated with one or more firms as needed, and the resulting expenditures will be funded from budgets of the departments that are using the grant writing services. Contracts of \$50,000 or less may be executed by the Purchasing Agent. Contracts which are greater than \$50,000 will require Board approval

BACKGROUND:

The County often seeks grant opportunities to offset costs associated with supporting business for our County services and projects. The County anticipates maximizing opportunities prompted by a number of emerging initiatives including the America Rescue Plan Act and other state and federal budget plans. Therefore, the County desires to increase capacity; create efficient systems and align resources while coordinating innovative opportunities that require strategic thinking and collaboration.

Over the next several years, the County anticipates seeking county managed grant funding for a variety of operations and projects in collaboration with both County agencies and community partners, including businesses, municipalities, special districts, and non-profit organizations. Contracted grant related work may include prospecting, research, coordination, writing, all aspects of preparation and submission of proposals/applications and reporting (if applicable).

The selected firms must have knowledge of strong grant writing experience demonstrated by a proven track record, with particular emphasis on experience and success with federal and state grants. The Grant Writer(s) will work closely with department heads and their designee(s) to develop successful proposals aligned with department, County, and community plans and priorities.

Applicable contracts will be awarded to firms on a Qualified List when workload exceeds staff resources to complete the grant efforts in a timely manner or when special grant opportunities develop which are added to the budgeted workload.

To identify a list of qualified firms to provide Grant Writing Consulting Services services, the County Executive Office (CEO) enlisted the assistance of the Purchasing Division to develop Request for Qualifications (RFQ) No. 143579. Over one thousand firms were notified of the solicitation, sixty-three firms accessed the documents, and formal responses were received from fourteen firms.

An evaluation panel comprised of representatives from CEO, Health and Human Services (HHS) and the Information and General Services Department (IGS) reviewed the responses in accordance with the evaluation criteria contained within the solicitation. The final Qualified List is the result of the panel's consensus after discussions and based on the overall rankings of the firms.

The attached Qualified List is based strictly on the requirements and criteria of the RFQ and do not in any way reflect the evaluation panel's judgment of the responding firms' capabilities to perform work outside of this specific solicitation. A summary of the proposed firms for the Qualified List is illustrated in the attachment. All County Departments may use the resulting Qualified List to enter into and pay for agreements that will be utilized on an "as-needed" basis depending on available department funding, staffing levels and shifting priorities of grant writing needs.

Purchasing Policy section 7.1(E) requires Board to ratify the panel's recommendation to list the top rated firms and adopt a qualified list for various grant writing consulting services effective for approximately three (3) years from September 1, 2021 through June 30, 2024, and to extend the Qualified List on a year-to-year basis for two (2) additional one-year terms.

Item Initiated by: Desiree Belding
Approved by: Steve Monaghan
Submittal Date: August 6, 2021

Attachment:
Qualified List

NAME OF FIRM	CONTACT PERSON
Engineering Solutions Services (ESS) 23232 Peralta Drive Ste#112 Laguna Hills, CA 92653	Sudi Shoja
	Phone: 949-637-1405
	Email: sudi@engineeringsolutionservices.net
Resource Development Associates (RDA) 2333 Harrison Street Oakland, CA 94612	Patricia Marrone Bennett, PhD
	Phone: 510-488-4345
	Email: pbennett@RDAconsulting.com
B&A Professional Grant Consulting 7545 Irvine Center Dr. Ste#200 Irvine, CA 92618	Jordan P. Carter, CEO
	Phone: 949-589-6338
	Email: jcarter@blaisassoc.com
California Consulting Inc 214 Main Street Ste#102 El Segundo, CA 90245	Dan Rodriguez, Director of Ops
	Phone: 323-728-9002
	Email: dan@californiaconsulting.org
Adams Ashby Group 770 L Street Ste#950 Sacramento, CA 95814	Lori Adams
	Phone: 916-449-3944
	Email: ladams@adamsashbygroup.com
Evan Brooks Associates, Inc. 750 E. Green St. Ste#301 Pasadena, CA 91101	Daniel Bartelson
	Phone: 626-799-8011
	Email: daniel@ebaplanning.com
Bennett Engineering Services (BEN-EN) 1082 Sunrise Ave. Ste#100 Roseville, CA 95661	Mike Massaro
	Phone: 916-771-6163
	Email: mmassaro@ben-en.com
The Ferguson Group, LLC (TGF) 1901 Pennsylvania Ave. NW Ste#700 Washington, DC 20006	Heidi Schott
	Phone: 202-331-8500
	Email: hschott@tfqnet.com