TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS –
GRANT WRITER

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional planning services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

Indicate below the services you or your firm propose to perform:

_____ Grant Writer

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites)

_____ For Grant Writer, the primary professional must have a minimum of five (5) years experience writing grants for municipalities, counties or instrumentalities, including grants for public safety operations, parks and recreation, community development, senior or social services, environmental programs, municipal public works infrastructure and water and sewer utilities.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ The primary professional (s) assigned to the respective field and performing work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Professional fees shall be comparable to the rates charged by grant writing firms performing services on behalf of municipalities and/or municipal boards within the Burlington County region for the respective area of practice.

_____ Professional and administrative support staff fees shall be based upon hourly rates which shall be accompanied, where appropriate, by applicable professional designations.

_____ Grant writer fees may be based upon hourly rates, project rates (e.g., per grant application) or an alternative arrangement acceptable to the Township Manager.

III. Specific Requirements or Duties (when assigned):

Grant Writer:

1. Research grant opportunities from federal, State, County, corporate, non-profit or other funding sources for assigned purpose or function. The proposer shall commit two hours monthly and notify the Township Manager of available grant funding opportunities.

2. Upon request, meet with the Township Manager and/or Township Department Managers to determine the Township's goals or needs with regard to a specific area or field of municipal government services.

3. Upon request, make demonstrative presentations regarding recommended grant applications to the Township Council during open public meetings.

4. As directed, prepare draft grant applications for review by the Township Manager and/or Township Department Managers or Professionals for specific funding opportunities.

5. For grantee eligibility meetings and related matters, serve as a liaison between the prospective funding source and the Township.

6. Once the Township decides to pursue funding, access federal and/or State grants application portals to coordinate and upload demographic, financial, environmental, statistical and related data, draft or assist with drafting narratives and coordinate the uploading of engineering, surveying, architectural or other plans that accompany grant applications.

7. Submit grant applications, when authorized by the Township Manager, and provide guidance or assistance in complying with the terms of grants procured by the Grant Writer.

8. When requested, submit periodic progress reports and/or financial reports to enable the Township to apply for reimbursement of covered expenses, review and coordinate the signing of grant agreements and assist with any necessary close out documentation.