

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
AND BRUNO ASSOCIATES INC.
TO PROVIDE GRANT WRITING SERVICES**

WHEREAS, the Township would like to benefit from many federal, state and local grants available for funding of various projects and programs; and

WHEREAS, it is deemed necessary for the Township to engage the services of a Grants Writing Consultant to provide services for the proper operation of the Township; and

WHEREAS, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

WHEREAS, on Thursday, January 12, 2023, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of two proposals in response to BID22015; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

WHEREAS, the Evaluation Committee recommends authorizing a contract with Bruno Associates Inc. (1373 Broad Street, Ste 203B Clifton, NJ 07013) to provide grant writing services; and

WHEREAS, proposals have been reviewed and the response submitted by Bruno Associates Inc. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Bruno Associates Inc.; and

WHEREAS, Bruno Associates Inc. shall be compensated said services as outlined within the terms of their contract under RFP BID22016.

NOW THEREFORE BE IT RESOLVED on this 6th day of February, 2023, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Bruno Associates Inc. to provide grant writing services with an authorization not-to-exceed \$60,000.00 and a two-year term, February 1, 2023 – January 31, 2025, with two (2) optional one-year extensions, under Contract BID22016.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Bruno Associates Inc. Contract BID22016.

Cavel Gallimore
Chief Financial Officer

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on February 6, 2023.

Lisa Russo
Township Clerk

RECEIPT OF BIDS

January 12, 2023

Results from the receipt of proposals on Thursday, January 12, 2023, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

**Present: Samantha Sickles, Assistant Purchasing Agent
Nellie Sowell, Clerk 3**

Resolution #344-12.22 adopted on December 12, 2023 by the Township Council authorizing receipt of bids and advertised in the Home News Tribune as according to law.

Ms. Sowell asked for any additional bids.

<u>Contract BID22015</u>	<u>Bond</u>	<u>Total</u>
Grant Writing Services	NO Bid Bond Required	
Brownfield Redevelopment Solutions, Inc, (BRS) 739 Stokes Road, Units A & B Medford, NJ 08055		Vendor provided fee schedule
Bruno Associates Inc 1373 Broad Street, Ste 203B Clifton, NJ 07013		Vendor provided fee schedule

11:00 a.m. Receipt of bids is closed.

A report will be presented to the Township Council for possible awards at the next Township Council Meeting being held on February 6, 2023.

**Lisa Russo
Municipal Clerk**



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922
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EVALUATION REPORT GRANT WRITING SERVICES JANUARY 26, 2023

On December 12, 2022 the Township Council passed a resolution #344-12.22 authorizing the advertisement for the receipt of proposals for Grant Writing Services through a competitive contracting process. This process allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

- Ralph Andrews, Council Member
- Joseph Battaglia, Police Chief
- Michael C. Hritz, Director of Community Development

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee individually reviewed the Request for Proposal. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

Respondent's understanding of the scope of work and related objectives	25
Experience and Qualifications of Individual(s) or Team identified to provide service	30
Respondent's overall company history and experience with similar services requested	15
Vendor's pricing proposal	30

Competitive contracting proposals were solicited. The following two (2) proposals were received by the submission deadline:

Brownfield Redevelopment Solutions, Inc, (BRS)

739 Stokes Road, Units A & B

Medford, NJ 08055

Bruno Associates Inc

1373 Broad Street, Ste 203B

Clifton, NJ 07013

The committee members individually reviewed each proposal received.

Brownfield Redevelopment Solutions, Inc. (BRS) core business is the identification, procurement, and implementation of public funding sources. BRS has actively managed almost 200 federal cooperative agreements, and boasts a success rate for federal and state grant applications prepared and received of over 80%. BRS have obtained nearly \$300 million in federal, state, local, and foundation funding for clients from a wide variety of sources. BRS has significant experience in successfully obtaining grants, nearly \$300 million, from federal, state, and other sources for numerous municipalities.

Bruno Associates, Inc. (BAI) has empowered municipal and county units of government, non-profit organizations, school districts and authorities across New Jersey to access the funding they need to perform their essential operations, conduct programs and undertake quality-of-life projects. BAI specializes in a broad spectrum of funding categories, not limited to economic development and redevelopment projects, transportation programs, recreation, community and real-estate development, housing development, public safety/law enforcement and environmental protection.

BRS submitted a fee schedule based on hourly billing rates; grant writing costs can be provided on an application by application basis. Rates provided include routine telephone, copying, and postage rates. The services provided, including but not limited to: developing project implementation strategies, identifying and preparing grant applications, managing grants, providing project management services, developing relationships among stakeholders and funding agencies, supporting community revitalization programs, and stewarding community outreach programs.

BAI' grant writing and consulting fees are all-inclusive and are based on the services proposed herein. Fees include all research, writing, editing, administrative, reproduction and packaging expenses. BAI also assumes responsibility for proposal submission, including costs associated with mailing, shipping, couriers and overnight delivery as required. The proposed fee also covers all costs associated with planning, follow-up and evaluation, progress reporting and attendance at all required meetings. All

fees for travel, reproduction of documents, submission of applications, etc. are inclusive of the proposed blended hourly rate of \$115.00.

The firms were ranked as follows:

Brownfield Redevelopment Solutions, Inc	278
Bruno Associates Inc	253

Both firms have specialized expertise in respective fields of grants. The committee therefore recommends the award of contract for Grant Writing Services to both firms, Brownfield Redevelopment Solutions, Inc and Bruno Associates.



1373 Broad Street, Suite 203B
Clifton, NJ 07013
Tel: 973-249-6225
Fax: 973-249-6301

COST PROPOSAL

BAI' grant writing and consulting fees are all-inclusive and are based on the services proposed herein. Fees include all research, writing, editing, administrative, reproduction and packaging expenses. BAI also assumes responsibility for proposal submission, including costs associated with mailing, shipping, couriers and overnight delivery as required. The proposed fee also covers all costs associated with planning, follow-up and evaluation, progress reporting and attendance at all required meetings. All fees for travel, reproduction of documents, submission of applications, etc. are inclusive of the annual contract fee.

Bruno Associates, Inc. proposes a blended hourly rate of **\$115.00**.

In addition to the standard services, BAI will also perform the below listed services all-inclusive of the proposed hourly rate.

- Entity registrations, updates, transfers, and account recoveries associated with the Federal government's System for Award Management or SAM.gov and Login.gov;
- All matters of technical assistance relating to New Jersey's System for Administering Grants Electronically (SAGE);
- Account creations and setup for the U.S. Department of Justice's grant management system known as "JustGrants," as well as its payment management system "ASAP," or the Automated Standard Application for Payments (ASAP);
- Account creations and setup for FEMA's Grants Outcome (FEMA GO) online application system;
- Account creation and navigation of FEMA's Grants Portal associated with requests for Public Assistance;
- Drafting progress reports, quarterly progress reports, and any other associated reporting needed during the post-award phase of a grant's life cycle;
- Reviewing and managing purchase orders, invoices, and other financial documents needed for grant reimbursement.

BAI professionals go above and beyond what is expected of a traditional grant writer—capable of providing an exemplary level of technical and subject matter expertise which complement their mission of filing successful grant applications.