

CITY OF HELENA, MT
NOTICE OF GRANT FUNDS AVAILABLE AND REQUEST FOR PROPOSALS (RFP) NO.
CMO-2021-001 FOR GRANTING FUNDING TO
PROVIDE PUBLIC SERVICES FOR THE CITY OF HELENA

CITY OF SERVICE GRANT OPPORTUNITY
NONPROFIT PARTNERSHIP PROGRAM

I. PROJECT OVERVIEW

The City of Helena announces the availability of a total of \$30,000 in grant funds for programs and activities that benefit and serve the residents of the City of Helena. These grant funds are available in amounts from \$2,000 through \$6,000 from the City of Helena to legally incorporated non-profit organizations. These grant funds are not available to individuals or groups that do not have an IRS 501 c 3 status.

REQUEST FOR PROPOSALS

The City of Helena seeks non profit partners to deliver important public services for a period of one year from 7/1/20 to 6/30/21. The City will evaluate proposals from qualified non profits that have proven record providing the following services:

1. Animal Control and Management
2. Arts and Culture
3. Economic Development
4. Community Health and Workforce Development for Special Populations

II. AGREEMENT FOR SERVICES AND COMPENSATION

A sample Grant Agreement is provided as Attachment “A” hereto, however, the City reserves the right to change any terms prior to entering into an agreement with the successful respondent.

☐ Evaluation criteria will NOT include consideration of the proposed compensation schedule and respondents are NOT to submit compensation proposals as part of their responses.

☒ Evaluation criteria WILL include consideration of the proposed compensation schedule and responders are required to submit a compensation proposal as part of their response.

III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE

The City of Helena wishes to provide community-based activities and programs in the four areas indicated above. Proposals should clearly state:

1. Desired community impact
2. Desired program goals
3. Approach for accomplishing program goals
4. Evaluation on meeting community impact
5. Budget
6. Staffing structure and resumes

7. Community involvement plan
8. Proposed reporting to City Commission

IV. ATTACHMENTS

The following information is provided for informational purposes only:

Attachment “A” - City of Helena Grant Agreement

V. PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal submission must be:

- Items III 1, 2, 3, 4, 5, 7, 8 no more than one one-sided bound page, inclusive of a cover page and back page; for item III 6 include as many pages as needed;
- no smaller than 12-point font;
- must contain the information required by this RFP and address all required topics;
- acknowledgment that responder has reviewed any addenda issued for this RFP; and
- signed by an authorized agent.
- Cover letter. See V B

B. Proposal cover letter must include all of the following and must be no more than 5 pages long (excluding attachments):

1. Respondent’s legal name, address, and contact information.
2. Brief description of the respondent firm, including but not limited to, identification of the principals, the approximate number of employees, how long the firm has been in business, and how long the respondent has been engaged in relevant types of work. Include information that demonstrates the respondent’s experience in completing projects similar to that which is required by this RFP.
3. Identify individuals who will be assigned to this project, their role on the project team, a brief resume, and their experience and qualifications on similar projects.
4. Description of how the respondent will accomplish the tasks, goals, and objectives identified in section III of this RFP.
5. Provide anticipated project schedule including a description of how this project will fit with the firm’s current workload.
6. IRS letter certifying 501 c 3 status- Attachment
7. Most recent 990 filing- Attachment
8. List of board of directors- Attachment
9. Latest minutes of board of directors meeting- Attachment

VI. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee, based on the following criteria:

	Criteria	Points
1	Evidence of success	15
2	Budget clarity	30
3	Approach	40
5	Desired goals	15
	TOTAL	

The selection committee may select one or more respondents submitting proposals as finalists. Finalists may be interviewed to further establish qualifications. If the selection committee determines that interviews are appropriate, the finalists will be contacted to schedule the interviews.

VII. SOLICITATION SCHEDULE

Request for Proposals Released	October 23, 2019
Pre-proposal Conference (optional)	October 31, 2019
Last day to submit questions via email	November 12, 2019
Proposal Packets Due – Close date	December 6, 2019- 11:00 a.m.
	NO EXCEPTIONS
Service Provider Selection and Negotiation	Mid December 2019
Agreement Approval	January 2020
Work to Begin	7/1/2020

VIII. CONTACT:

The city contact for the purposes of this RFP is: NICOLE WOODY

County City Building- First Floor Information Desk Window (Room 151)

316 N. Park Avenue, Helena MT 59623

(406) 447-8395 - NWOODY@HELENAMT.GOV

IX. BIDDERS CONFERENCE: QUESTIONS AND INQUIRIES

A pre-proposal Conference will be held on 10/31/19 at 8:30 at the City Building in room 326.

This meeting is optional but highly recommended.

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above **NO LATER THAN NOVEMBER 12, 2019 AT 11:00 A.M.** All responses will be posted in the city's website by 5:00 P.M 11/13/19. Interest parties have the responsibility to check the city's website for responses.

Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to this RFP, a copy of which will be posted on the city's website.

X. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFP number and project name. 7 hard copies of the proposal **must be submitted in person at the following address:**

NICOLE WOODY
CITY COUNTY BUILDING FIRST FLOOR- INFORMATION DESK WINDOW
316 N. Park Avenue, Room 151
Helena, MT 59623

Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

The City is not responsible for costs associated with preparing proposals in response to this RFP.

XI. RESERVATION OF RIGHTS BY THE CITY

The City reserves the right to reject any or all proposals, the right to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

XII. PUBLIC RECORDS DISCLOSURE

All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 *et. seq.*

XIII. LOBBYING

Respondents are prohibited from lobbying the City Commission, the Mayor, or members of the selection committee relative to the respondent's proposal or response to this RFP.