



I. 1.

Palmer City Council Meeting

Meeting Date: 07/09/2024

Submitted For: Dwayne Shelton, Police Chief

Department: Police Department

Legislation Number: AM 24-035



Approved

Subject

Action Memorandum No. 24-035: Authorizing the City Manager to Negotiate and Execute a Contract with Agnew Beck Consulting and Grants Pro, LLC for Grant Writing Services for City of Palmer Not to Exceed \$12,000 Each Per Grant Opportunity.

Summary Statement/Background

The City of Palmer has several projects and programs ranging from plans and studies to design and construction of public safety buildings, roads, trails, and public facilities, all of which need funding. The City of Palmer is seeking to develop term contracts with a pool of experienced grant writer consultants to assist the City of Palmer in general grant writing services associated with the completion and submission of grant applications to various state, federal and private non-profit agencies. In addition, the grant writer consultants may be asked to research other funding sources and develop a funding matrix for a specific project that would result in the writing and submittal of multiple grant applications for a project.

The RFP was advertised on May 3, 2024 and May 10, 2024. Proposals were due May 31, 2024.

Seven (7) responses were received. All seven proposals were evaluated and rated based on the criteria listed in the RFP. The evaluations resulted in the selection of two companies, Agnew Beck Consulting and Grants Pro, LLC.

Administration's Recommendation:

Approve Action Memorandum No. 24-035.

Fiscal Impact

Total Amount of funds listed in this legislation: Unknown

Line Item(s):

Budgeted Y/N?: N

Line Item(s):

Attachments

Intent to Award RFP 24-01CM



John Moosey
City Manager

June 14, 2024

City of Palmer
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www.palmerak.org

To: Agnew Beck Consulting
Grants Pro, LLC
JetCo Solutions
LSI Business Development, Inc
The Ferguson Group, LLC
TJD Consulting
Transformative Growth Solutions

Re: Notice of Intent to Award
Request for Proposal
Grant Writing Services
City of Palmer

TRANSMITTED VIA EMAIL

This is the City of Palmer's Notice of Intent to Award the referenced contract for Grant Writing Services to Agnew Beck Consulting and Grants Pro LLC. The recommendation will be presented to the Palmer City Council for approval at their regular scheduled meeting at 6:00 p.m. July 9, 2024, in the Council Chambers at Palmer City Hall, 231 W, Evergreen Avenue, in Palmer.

The proposals were evaluated by a three-member committee, working independently of each other. The three-member team met on June 10, 2024, to discuss and review the evaluations and combined scores. The scores reflect the high quality and qualifications of all respondents. The Notice of Intent to Award is based on a combination of overall scoring and cost.

In accordance with Palmer Municipal Code 3.21.290 B, a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer City Manager (with a copy previously served upon the intended awardee) within two business days after the issuance of this Notice of Intent to Award. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Thank you for your interest in doing business with the City of Palmer.

Sincerely,

John Moosey
City Manager