OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Township Grant Writer Services

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified individuals or firms to provide Grant Writing and Grant Administration Services for the period of January 1, 2027 through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

The Township seeks a qualified professional to identify grant opportunities, prepare grant applications, assist with grant administration, and maximize funding opportunities for municipal projects and programs.

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at:

Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – TOWNSHIP GRANT WRITER SERVICES"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Grant Writer shall:

- Identify federal, state, county, and private grant opportunities applicable to Township projects and programs.
- Monitor grant funding announcements and notify Township officials of available opportunities.

- Meet with Township officials and departments to identify funding needs and priorities.
- Prepare, write, assemble, and submit grant applications on behalf of the Township.
- Coordinate with Township staff, engineers, planners, consultants, and other professionals as necessary for grant submissions.
- Assist with NJDOT, NJDEP, DCA, USDA, FEMA, CDBG, recreation, infrastructure, public safety, and other grant programs as applicable.
- Prepare supporting documentation required for grant applications.
- Assist with grant administration and compliance requirements following award.
- Maintain records of grant applications submitted and awards received.
- Assist with required grant reporting, reimbursement requests, and closeout documentation.
- Attend Township Committee meetings and project meetings as requested.
- Provide periodic reports regarding grant opportunities, applications, and project status.
- Perform such other grant-related services as requested by the Township.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the individual or firm.
2. Description of qualifications and experience in grant writing and grant administration.
3. Description of experience obtaining grants for New Jersey municipalities or public entities.
4. Identification of personnel who will be assigned to the Township.
5. Qualifications and resumes of key personnel.
6. Three municipal or governmental references.
7. Description of the firm's approach to identifying and pursuing grant opportunities.
8. Proposed fee schedule, including:

    - Grant writing fees;
    - Grant administration fees;
    - Hourly rates;
    - Success-based fees, if proposed and legally permissible;
    - Rates for special projects.
9. Disclosure of any actual or potential conflicts of interest.
10. Proof of insurance coverage.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience securing grant funding for municipalities.
- Knowledge of federal, state, county, and private grant programs.
- Availability and responsiveness.
- Qualifications of assigned personnel.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.

- Certificate of Insurance.
- Affirmative Action documentation.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027, through December 31, 2027

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Grant Research Rate
- Grant Writing Rate
- Grant Administration Rate
- Hourly Consulting Rate
- Meeting Attendance Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Grant Research Rate: $_____

Grant Writing Rate: $_____

Grant Administration Rate: $_____

Hourly Consulting Rate: $_____

Meeting Attendance Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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