

NOTICE POSTED: November 26, 2025

DUE DATE: December 9, 2025 @ 10:00 a.m. prevailing time.

SEND RESPONSES TO: City of Bayonne Law Department, Room 15, 630 Avenue C, Bayonne, New Jersey 07002.

PUBLIC OPENING: All proposals/responses will be opened at the Dorothy E. Harrington Municipal Council Chambers, in the Municipal Building at 630 Avenue C, Bayonne, New Jersey on December 9, 2025 @ 11:30 a.m. prevailing time.

TAKE NOTICE: The **City of Bayonne's Law Department, 630 Avenue C, Room 15, Bayonne, NJ 07002** (hereinafter referred to in this notice and the various submission documents as the "Client/Owner," "City of Bayonne" and/or "City") is seeking Qualifications and/or Proposals for Consulting Services Providers (hereinafter referred to in this notice and the various submission documents as the "respondent," "provider," "contractor," "submitting party," "applicant," "vendor," "service provider," and/or "consulting service provider") for the following consulting services in accordance with in accordance with the "competitive contracting" process as defined in N.J.S.A. 40:A11-4.1 et seq.

The CITY OF BAYONNE is soliciting responses/proposals to the City's Request for Solicitations (SFP) for the provision of the following consulting services:

PROFESSIONAL SERVICE/TITLE SOUGHT:

GRANT WRITER AND MANAGEMENT CONSULTING

The City of Bayonne desires to hire a consultant to assist in the application, processing, reporting, auditing, and exercising federal, state, and local grants. Duties would include working with administration to clean-up previous grants which are in various levels of completion, *i.e.*, tail from previous grants; collection of grant money already awarded; application for current grants at federal, state, and local levels; coordinate spending of grant money from various sources; and administration and record keeping of such grants, both required reporting and internal.

CONTRACT TERM:

The contract term period will be for a period not to exceed one (1) year commencing **January 1, 2026 and ending December 31, 2026 with four (4) possible one (1) year options to renew** at the City's sole discretion.

GENERAL REQUIREMENTS:

Must have at least five (5) years experience in the profession, including exposure to issues likely to be of assistance in serving as Grant Writer; must be have the ability to attend meetings of the City; must have sufficient support staff to provide

all services required by the City. Must list past and present public entities represented as Grant Writer, including at least six public entities within a 100 mile radius of the City serviced by your firm. Must provide other factors if demonstrated to be in the best interest of the City.

INSURANCE AND INDEMNIFICATION:

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

INSURANCE REQUIREMENTS:

Worker's Compensation Insurance

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

General Liability Insurance

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Automotive Liability Insurance

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

The preceding insurance requirements may be amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.

CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

INDEMNIFICATION

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

WORK PRODUCT/DELIVERABLES:

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

OPRA COMPLIANCE:

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor(s)/Contractor(s) for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

FEE SCHEDULE:

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

EVALUATION PROCESS:

An evaluation team will review all responses/proposals to the SFP in accordance with N.J.A.C. 5:34-4.2.

1. Technical criteria: Thirty (30%) Percent

i. Proposed methodology:

(1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

(2) Is the vendor's proposal complete and responsive to the specific RFP requirements?

(3) Has the past performance of the vendor's proposed methodology been documented?

(4) Does the vendor's proposal use innovative technology and techniques?

ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management criteria: Forty (40%) Percent

i. Project management:

(1) How well does the proposed scheduling timeline meet the contracting unit's needs?

(2) Is there a project management plan?

ii. History and experience in performing the work:

(1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?

(2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?

(3) Does the vendor document industry or program experience?

(4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

(1) To what extent does the vendor rely on in-house resources vs. contracted resources?

(2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

(1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?

(2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?

(3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria: Thirty (30%) Percent

i. Cost of goods to be provided or services to be performed:

(1) Relative cost: How does the cost compare to other similarly scored proposals?

(2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

(1) If required, are suitable bonds, warranties, or guarantees provided?

(2) Does the proposal include quality control and assurance programs?

iii. Vendor's financial stability and strength:

(1) Does the vendor have sufficient financial resources to meet its obligations?

BASIS OF AWARD EVALUATION CRITERIA

Grant Writer and Management Consultant Services

Term: Not to Exceed One (1) Year with Four (4) Possible one (1) Year Extensions at the City's Sole Discretion

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below. The highest total score shall be the basis for the contract award.

EVALUATION CRITERIA	SCORE/ POINTS
TECHNICAL CRITERIA POTENTIAL SCORE OF 30 POINTS (30%)	
Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives; Vendor's response/proposal is complete and responsive to the technical RFQ/RFP requirements; Vendor evidences successful past performance of like projects	
MANAGEMENT CRITERIA POTENTIAL SCORE OF 40 POINTS (40%)	
History and experience in performing similar work; Availability of personnel, facilities, equipment, etc.; Qualification and experience of support personnel; Comprehensive work plan and schedule, if applicable; Significant experience in Information Technology Consulting Services; Proof of licensure, if applicable	
COST CRITERIA POTENTIAL SCORE OF 30 POINTS (30%)	
Cost of goods/services to be provided; Quality and quantity of vendor's services to previous clientele; Vendor's financial ability to meet obligations	
POINT TOTALS	

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized SFP SUBMISSION FORMS" and
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Solicitation for Qualifications/Proposals."

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "SFP" by clicking on the following links: "View General Instructions Here" and "View Submission Forms Here." Should you be unable to obtain these from the website, copies of the solicitation package are also available at **the Office of the Purchasing Agent, 630 Avenue C, 1st Floor, Rm. 29A, Bayonne, NJ 07002.** The Purchasing Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:

1. The above noted Standardized Professional Service SFP SUBMISSION FORMS which include:
 - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
 - b. A signed and notarized "Non-Collusion Affidavit."
 - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
4. Disclosure of Investment Activities in Iran.
5. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus pursuant to P.L.2022.c.3.
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this SFP.

SUBMISSION DEADLINE AND PUBLIC OPENING:

One (1) original and three (3) copies of sealed responses must be received in the **City Law Department, 630 Avenue C, Room 15, Bayonne, New Jersey 07002** on or before the date and time ("due date" set forth in this notice, also referred to as the "submission deadline"). The City's Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II, Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ
07002