

REVISED
TOWNSHIP OF BLOOMFIELD BOARD OF HEALTH
PUBLIC NOTICE
SOLICITATION OF PROPOSALS TO CONDUCT
GRANT WRITER (PUBLIC HEALTH)

The Township of Bloomfield is requesting proposals (“RFP”) to provide:

GRANT WRITING (PUBLIC HEALTH)

For a contract period beginning on January 1, 2024-December 31, 2024.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Thursday, November 30, 2023 at 2:00pm prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <http://www.bloomfieldtwpnj.com/main/services/bid-requests-rfps-and-rfq>. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Bloomfield Board of Health reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Township. The Bloomfield Board of Health shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Board of Health of the Township of Bloomfield, Essex County, New Jersey.

TOWNSHIP OF BLOOMFIELD COMMUNITY HEALTH ASSESSMENT

Background

Bloomfield Board of Health is seeking proposals to provide grant writing services which are geared, but not limited to, public health as it is dedicated to improving public health outcomes and addressing critical issues that affect our community. We are seeking an experienced and qualified grant writer to assist us in securing funding for our initiatives. Areas of interest when seeking prospective grants are environmental, nursing, health education.

Scope of Work

The selected grant writer will be responsible for, but not limited to, the following tasks:

1. Researching and identifying suitable grant opportunities related to public health.
2. Developing grant proposals that effectively communicate our organization's goals and objectives.
3. Creating a detailed budget for each grant proposal based on feedback from management.
4. Assisting with the submission process, including preparing all required documentation.
5. Managing post-submission follow-up, if necessary, with grantors.

Minimum Qualifications

Prospective Consultant must have:

1. **Writing** – The prospective consultant should have writing skills that are strong, clear, and concise & compelling in order to convey complex ideas effectively.
2. **Research** - Grant writer(s) need to be proficient in conducting thorough research to identify potential funding opportunities, understand the needs of the organization and gather data & statistics to support grant proposals. Although public health is the main category of interest, prospective consultants may be asked to conduct research on viable grant opportunities outside of the public health spectrum which may be beneficial to Bloomfield residents.
3. **Grant Fundamentals** - Knowledge and understanding of the basics of grants, including types of grants, the grant application process, and the specific requirements of various grantors.
4. **Public Health** - Knowledge or experience in the public health field is advantageous. This includes understanding current public health issues and initiatives.
5. **Grant Proposal Experience** - While not always a strict requirement, prior experience in grant writing is highly beneficial. Successful grant writing often involves specific formatting and language.
6. **Communication** - Grant writers must effectively communicate with both Health Department personnel and grantors. This includes the ability to convey complex information clearly.
7. **Reporting** – Consultant will be responsible for reporting grant objectives and expenses through the appropriate methods as outlined by the grantor. A large amount of grants will be administered through the State of New Jersey System for Administering Grants Electronically (SAGE). Consultant must be knowledgeable in and have a navigational understanding of the SAGE system.

8. **Budgeting** – Must have a high level of knowledge in detailed budgeting, both in creation and explanation aspects of proposals.
9. **Project Management** – Management of multiple proposals simultaneously to meet deadlines and track progress.
10. **Ethical Conduct** - Grant writers should adhere to high ethical standards, including honesty, transparency, and avoiding conflicts of interest.

Frequently Asked Questions

1. What is the estimated budget for this project?

Unfortunately, the Bloomfield Department of Health is not allowed to provide a budget estimate.

2. What are the evaluation criteria?

Bloomfield Township uses a standard RFP evaluation rubric. Please refer to the section below entitled “**Selection**”.

3. What is the page limit for applications?

There is no page limit for proposals.

4. Are there expectations for specific milestones and corresponding completion dates?

No.

5. Are non-New Jersey-based firms eligible to apply?

Yes, firms outside of New Jersey may apply.

6. Is a business registration certificate from the State of New Jersey required?

A copy of a valid New Jersey Business Certificate will be required along with this submission.

Submission:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Statement of Availability to perform work assigned as needed.
4. Copy of Business Registration Certificate.
5. Copies of other required disclosure information.
6. Rate Structure.

Selection:

The Board of Health reserves the right to reject any or all proposals.

Selection will be based on the following criteria (scored 1-10 with a maximum score of 50), in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Rate Structure.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.