



MORROW COUNTY TWO-YEAR GRANT CONSULTANT SERVICES
Morrow County Commissioners Request for Qualifications
March 28, 2022

The Morrow County Commissioners invite professional grant management statements of qualifications for providing oversight of Morrow County's various grant opportunities and obligations, including Community Development Block Grant opportunities, applications, oversight, and implementation; potential Ohio EPA grants; Ohio Department of Development Water Infrastructure grants; Ohio Department of Transportation Jobs & Commerce/Transportation Improvement District grants and Federal Aviation Administration grants;

All provided services must meet relevant federal and state grant standards, i.e., Ohio Department of Development, Ohio Department of Transportation, Ohio EPA, Ohio Department of Natural Resources, and potentially Federal Aviation Administration standards.

The deadline for qualification submissions is April 13, 2022 at 10 a.m.

This opportunity includes a total budget of up to \$40,000 over a two-year term from the Morrow County Commissioners for providing oversight and implementation of County grant opportunities and obligations through March 1, 2024.

The Commissioners anticipate that this work may or may not include, or be limited to the following:

Necessary services to be provided:

1. Maintain necessary reporting requirements for all grants in conjunction with the Morrow County Development Office, any associated county partner as needed, and relevant state and federal agencies.
2. Develop a strategic grant plan, calendar of activities, and specific actions for successful grant delivery.
3. Engage in community outreach as needed in collaboration with the Morrow County Development Office.
4. Perform any and all technical grant duties such as income surveys, Davis Bacon duties, Environmental Reviews, and grant monitoring coordination.

Submission Requirements and Consultant Selection Criteria

Five (5) copies of a qualifications statement, including a letter of interest shall be submitted in 8 1/2" x 11" bound format containing no more than 20 pages not including separation or index pages or cover sheet. The submission should also include an electronic version on a standard flash drive.

The statements shall contain the following information:

Transmittal Letter

The firm's experience in county government, or other public agency services, comparable to the proposed project.

Evaluation criteria: 20 points

The professional background and qualifications of the firm's key personnel, i.e., those who will be in charge of the work.

Evaluation criteria: 10 points

The firm's demonstrated record in meeting project guidelines, schedules, and deadlines.

Evaluation criteria: 20 points

The firm's success and capacity in obtaining available grants and conducting grant administrative services.

Evaluation criteria: 20 points

The firm's current workload.

Evaluation criteria: 10 points

The firm's understanding of Ohio's Sunshine laws.

Evaluation criteria: 10 points

Qualification statements (5 copies) shall be received by the Morrow County Commissioners, C/O Ms. Cheryl Heacock, Suite A, 80 North Walnut Street, Mount Gilead, Ohio 43338 no later than 10 a.m. April 13, 2022.

The Morrow County Commissioners, reserve the right to accept or reject any or all Requests for Qualifications (RFQ) responses without further action.

Questions concerning the RFQ shall be submitted in writing to:

Morrow County Development Office

Andy Ware, Director

andy.ware@co.morrow.oh.us

80 North Walnut Street, Suite B

Mount Gilead, Ohio 43338

419.947.7535