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COUNTY OF PASSAIC
Board of County Commissioners

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MEMORANDUM

DATE: June 17, 2025

TO: Administration & Finance Committee

FROM: Kelly C. Ruffel, Assistant County Administrator

RE: **RFP-25-021 Grant Writing Services**

Background and Scoring Criteria

On June 17, 2025, Kelly C. Ruffel, Andras Holzman, and Nicholas Haggerty (hereafter "Review Committee") met to review and score responses to RFP-25-021, Grant Writing Services (hereafter "RFP") in conformance with the requirements of N.J.S.A. 40A:11-4.1. Pursuant to the RFP, the proposals were scored using the following weighted scoring criteria: (1) Management, 30/100; (2) Technical 45/100; and (3) Cost, 25/100.

Scoring of Respondents

Five (5) qualified firms responded to the RFP: (1) Compu-Vision Consulting, Inc.; (2) Millenium Strategies, LLC; (3) Brownfield, Redevelopment Solutions, Inc., (4) En Engineering LLC, and (5) GTC 360 Advisors. After reviewing the five (5) responses, the Review Committee scored the proposals as follows.

I. Compu-Vision Consulting, Inc.

- a. **Management**. The respondent demonstrates the necessary skills for providing grant services, supported by their familiarity with available grant opportunities and grant management practices. However, the response lacks specific information regarding past or current clients and does not clarify whether the respondent has written grants for other government entities, and it is not clear that the size of the team would be capable of supporting the County's grant portfolio. A noted benefit is that the firm is certified as a WMBE/MBE, which supports the County's commitment to diversity and inclusion in procurement. **(20/30)**
- b. **Technical**. The respondent offered a narrative demonstrating an ability to meet the requirements of the RFP as set forth in the bid documents. **(40/45)**

- c. **Cost.** The fee schedule is not competitive with industry rates and is not cost-effective. (10/25)

TOTAL = 70/100

II. Millenium Strategies, LLC

- a. **Management.** The respondent has proposed a team with the necessary skills, experience, and expertise to effectively support and assist the County. Notably, the team is of a substantial size, allowing for comprehensive coverage across a range of County departments and programs. In addition, the respondent brings prior experience working with the County on its grant portfolio, further reinforcing their familiarity with County processes and their ability to effectively manage and support its grant initiatives. (30/30)
- b. **Technical.** The respondent provided a detailed narrative demonstrating a clear understanding of the RFP requirements and the capability to successfully deliver the grant services outlined in the bid documents. (43/45)
- c. **Cost.** The fee schedule is competitive with industry rates. (17/25)

TOTAL = 90/100

III. Brownfield, Redevelopment Solutions, Inc.

- a. **Management.** The respondent has proposed a team with the necessary skills, experience, and expertise to effectively support and assist the County. The proposal highlights prior experience working with government clients, indicating a strong understanding of public sector processes, compliance requirements, and the ability to navigate complex administrative environments. (27/30)
- b. **Technical.** The respondent's technical presentation was clear and well-organized, effectively outlining their approach to delivering the required services. (40/45)
- c. **Cost.** The fee schedule is competitive with industry rates and is the most cost-effective overall. However, grant management per grant was not cost effective. (20/25)

TOTAL = 87/100

IV. En Engineering LLC

The respondent was rejected as they did not complete the bid proposal form correctly, leaving out pricing for County Option to Extend Agreement and County Alternative Scope-Grant Management Services County Options to Extend Agreement.

- a. **Management.** (0/30)
- b. **Technical.** (0/45)

- c. **Cost.** (0/25)

TOTAL = 0/100

V. GTC 360 Advisors

- a. **Management.** The respondent set forth an experienced team with the skill, experience, and expertise required to support and aid the County. **(27/30)**
- b. **Technical.** The respondent lacks diversity in their grant portfolio, with limited evidence of experience across a broad range of grant types or funding sources. The proposal does not clearly demonstrate a history of securing or managing grants from multiple agencies or sectors, which may impact the respondent's ability to adapt to the varied grant opportunities pursued by the County. The respondent's grant portfolio appears to be heavily concentrated in the areas of human services, health, and transportation. While this demonstrates subject matter strength in these sectors, it also suggests a limited breadth of experience with other types of grants, such as those related to arts, culture, historic preservation, or environmental initiatives—areas that are also important to the County's diverse funding needs. **(30/45)**
- c. **Cost.** The fee schedule is competitive with industry rates, but on the higher range. **(13/25)**

TOTAL = 70/100

Review Committee Recommendation

Based upon the scoring of the Review Committee, it is recommended a contract be awarded to Millenium Strategies, LLC for the base option for a three (3) year term for a total of three hundred thirty thousand five-hundred sixteen dollars (\$330,516.00), and the other conditions as set forth in the bid documents.

cc: Matthew P. Jordan, Esq., County Administrator
Sherry Arvanitakis, QPA, Purchasing Agent