

RESOLUTION

No. 20-197

Date of Adoption MAY 07 2020

Approved as to Form and Legality

Factual content certified by

JOHN MORELLI, CITY ATTORNEY

MR. ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman _____ presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO MILLENNIUM STRATEGIES, LLC RFP2020-08

WHEREAS, the City has a need for Professional Consulting Services in Grant Writing for the City of Trenton, Department of Administration; and

WHEREAS, a Request for Proposal was advertised and three (3) proposals were received on February 27, 2020, and were evaluated by a committee based on criteria that included experience, understanding of requirements and cost; and

WHEREAS, the proposal of Millennium Strategies, LLC, 60 Columbia Road, Bldg. B., Ste. 230, Morristown, New Jersey 07960 was deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal; and

WHEREAS, funds in an amount not to exceed \$60,000.00 at \$5,000.00 per month have been certified to be available in the following account number(s): 0-01- -60-6010-290 from time of award until June 30, 2021; and

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Millennium Strategies, LLC, 60 Columbia Road, Bldg., B., Ste. 230, Morristown, New Jersey 07960 for Professional Consulting Services in Grant Writing for the City of Trenton, Department of Administration.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

| | Aye | Nay | Abstain | Absent | | Aye | Nay | Abstain | Absent | | Aye | Nay | Abstain | Absent |
|----------|-----|-----|---------|--------|-----------|-----|-----|---------|--------|---------|-----|-----|---------|--------|
| BLAKELEY | ✓ | | | | MUSCHAL | ✓ | | | | MCBRIDE | ✓ | | | |
| CALDWELL | ✓ | | | | RODRIGUEZ | ✓ | | | | | | | | |
| WILSON | ✓ | | | | VAUGHN | ✓ | | | | | | | | |
| HARRISON | ✓ | | | | | | | | | | | | | |

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

MAY 07 2020

Kathy Mc Bria
President of Council

City Clerk

PROFESSIONAL SERVICES CONTRACT

**RFP2020-08
RESOLUTION 20-197**

THIS CONTRACT, made this 7TH day of **MAY 2020** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **MILLENNIUM STRATEGIES, LLC, 60 COLUMBIA ROAD, BLDG. B, STE. 230, MORRISTOWN, NEW JERSEY 07960** (CONTRACTOR").

WHEREAS, the City has a need for **PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING** for the City of Trenton, Department of Administration.

WHEREAS, Contractor agrees to provide **PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING** for the City of Trenton, Department of Administration in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING for the City agrees to retain **MILLENNIUM STRATEGIES, LLC, 60 COLUMBIA ROAD, BLDG. B, STE. 230, MORRISTOWN, NEW JERSEY 07960** ("the request of and under the general supervision of the City of Trenton, Department of Administration).

1. SCOPE OF SERVICES

SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of one (1) year from May 7, 2020 to June 30, 2021 in an amount not to exceed \$60,000.00 at \$5,000.00 per month.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION:** **Resolution #20-197** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Administration.
- 5. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.
- 6. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

7. MISCELLANEOUS PROVISIONS:

- a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall

furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:
1. Appropriate evidence that the Independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
 2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
 3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

[Handwritten Signature]

MILLENNIUM STRATEGIES, LLC,
60 COLUMBIA ROAD
BLDG. B, STE. 230,
MORRISTOWN, NEW JERSEY 07960

06/10/2020

DATE

Seal: _____



Attest: *[Handwritten Signature]*

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

[Handwritten Signature]
MUNICIPAL CLERK

CITY OF TRENTON

[Handwritten Signature]
W. REED GUSCIORA, ESQ.
MAYOR

6/11/2020
DATE

6-8-2020
DATE

CONSULTING SERVICES IN GRANT WRITING

The City of Trenton, Department of Administration is soliciting sealed Request for Proposal through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for Consulting Services in Grant Writing for a period of one (1) year.

SCOPE OF SERVICES

- Consultant will monitor evaluation of the City of Trenton's current funding procurement efforts; including meeting with all necessary personnel to determine funding goals
- Consultant will notify the City of Trenton notifications of all available and potential governmental and non-governmental funding opportunities.
- Consultant will research, preparation, submission and all follow-up including appropriate legislative support of all funding grant applications.
- Consultant will be responsible for any other services the City of Trenton may require including but not limited to attendance at City of Trenton Meetings related to grant writing.
- Consultant must have a minimum of two (2) year experience providing these services to municipalities (**proof required with your proposal submittal**).

PROPOSAL REQUIREMENTS

- Three (3) References Required with proposal submittal
- The City of Trenton reserves the right to interview Respondents prior to making a recommendation of award. Respondents shall be notified by a City Representative.

EVALUATION CRITERIA

Proposals shall be evaluated as following:

- Experience and reputation in the grant writing field - **25%**
- Knowledge of the City of Trenton and the subject matter to be addressed under the contract - **25%**
- Compensation Proposal - **15%**
- Quality of technical proposal. - **25%**
- Evaluation of any Interviews - **10%**