

VILLAGE OF SOUTH GLENS FALLS



REQUEST FOR QUALIFICATIONS

PROFESSIONAL GRANT WRITING SERVICES

FEBRUARY 2026

A. PURPOSE

The Village of South Glens Falls is requesting proposals from qualified firms to provide professional grant writing services.

The Village of South Glens Falls intends to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing, and submitting successful grant proposals for federal and state government grants and private foundation grants. Primary responsibilities include responding to grant opportunities - typically federal, state, or private foundation, and providing advocacy guidance.

B. KEY EVENTS AND DATES

<u>Event</u>	<u>Date</u>
Issuance of RFQ	02/06/2026
Deadline for RFQ Questions	02/13/2026 (3:30 PM)
Post Responses to RFQ Questions Proposal	02/18/2026
Due Date	02/26/2026 (3:30 PM)
Interviews/Presentations (not earlier than)	03/04/2026
Notice of Award (not earlier than)	03/18/2026

C. SCOPE OF WORK

The primary scope of work associated with this study is:

1. The selected proposer(s) will be required to assist the Village of South Glens Falls in researching and identifying potential grant opportunities and providing general grant writing services associated with the completion and submission of grant applications and program administration.
2. Services provided by the consultant will include data collection, preparation, and submittal of grant materials in accordance with grant requirements for both newly submitted and previously awarded grants to the Village of South Glens Falls.
3. Work with Village of South Glens Falls officials to assess the validity of current funding priority areas and identify new priority areas for funding.
4. On a regular basis (frequency to be negotiated within the scope of the contract) provide the Village with summaries and updates of potential funding opportunities. Summaries should include, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.
5. Provide a copy of each grant application package submitted for funding, in its entirety, to the Village of South Glens Falls.
6. Consultant shall submit monthly detailed reports to the Village of South Glens Falls summarizing the amount of time expended and describing activities undertaken during the previous month.
7. The selected proposer(s) will be required to deliver the services outlined in this Request for Qualifications to the Village of South Glens Falls and the various Departments thereof.

D. CONTENT OF PROPOSAL & QUALIFICATIONS OF PROPOSER

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered items below.

1. **Cover Letter:** Provide a letter of introduction with a brief description of your firm, indicating the location of primary office for the performance of the services, the type of firm, areas of specialization, project lead, and any staff members who would participate in the analysis, meetings and report.
Include a company name, a contact name and title, contact information, website address, and any sub-contractors who would be used.
 - a. A brief history and description of the entity /firm submitting the proposal.
 - b. The name, title, telephone number, and email address of the individual within your firm who will be Village of South Glens Falls primary contact concerning this RFQ.
 - c. The primary contacts name, title, telephone number, and email address for each sub consultant who will perform work under this contract.
 - d. A statement to the effect that your firm is willing to perform all services identified and will abide by the terms of the RFQ, including all attachments.
 - e. Any additional information that would serve to distinguish the entity /firm from other entities/firms submitting proposals.
 - f. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. The Village of South Glens Falls reserves the right to reject a proposal that contains an unsigned cover letter.
2. **Key personnel:** Include the resumes of personnel who will work on the project and indicate what their roles will be.
 - a. Provide a description of your firm's organization, team makeup including subconsultants and the resumes of partners, principals, associates, and other key staff proposed to provide services to the Village of South Glens Falls and indicate how their skills and experience will be relevant to the project.
3. **References:** For your firm and any subcontractor provide references and brief descriptions of three (3) relevant projects worked on in the past two (2) years. Reference projects should be similar in nature to this project.
 - a. Briefly describe the types of services provided for each relevant project, the duration of the project and the current status.
 - b. For each project reference, please provide the client's name, the client's primary contact person name and title, and the contact person's email and phone number.
 - c. The Village of South Glens Falls may make such inquiries as it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFQ. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the Village of South Glens Falls.

4. **Approach:** Provide a detailed description of your firm's approach to providing the requested scope of services.
5. **Fee Schedule:** It is understood that fee schedules are project-dependent and will be negotiated with selected contractor at the onset of each project. We anticipate flexibility in fee structures that may include retainer, hourly payment and/or set project costs. We will not ask contractors to work on commission as part of this arrangement. General information about contractors' preferred fees and structures is requested below.

E. INTERVIEW

The Village of South Glens Falls reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the Village of South Glens Falls officials an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to provide the services, must be present, and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFQ and any other information requested by the Committee prior to the interview.

F. TERM OF CONTRACT

The contract period for the service contemplated by this RFQ will be one (1) year.

1. The Village reserves the right to extend the agreement for two (2) additional one (1) year periods.
2. The selected proposer(s) will be required to execute a contract with the Village of South Glens Falls.
3. The Village of South Glens Falls will have the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

G. SUBMISSION OF PROPOSALS

Proposals must be submitted in print format.

Please submit six (6) complete print copies of your proposal and any other required documents in a sealed envelope clearly marked "**Proposal - RFQ Grant Writing Services**", with the name and address of the responding firm identified.

Where the U.S. Postal Service or other delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation "**Proposal Enclosed**" on the face thereof.

All documents must be received, **no later than 3:30 p.m. on: February 26, 2026, at the following address:**

**Samantha Berg
Village of South Glens Falls
46 Saratoga Avenue
South Glens Falls, NY 12803**

The proposal submitted is the document upon which the Village of South Glens Falls will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the services requested.

Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.

By submitting a proposal, investor-developer firms represent that they have thoroughly examined and become familiar with the scope of work outlined in this Request for Proposals and are capable of performing the work to achieve the objectives.

H. QUESTIONS & SPECIFICATION CLARIFICATIONS

All inquiries with respect to this Request for Qualifications shall be in writing directed to the following address:

Samantha Berg
Clerk Treasurer
clerktreasurer@sgfny.com

1. All questions must be submitted in writing by email, specifically citing the particular proposal section and paragraph number.
2. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered.
3. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.
4. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal.
5. A list of all substantive inquiries received along with relevant responses will be posted on the Village of South Glens Falls website, www.villageofsgfny.gov.
6. In addition, any changes, additions, or deletions to this RFQ will also be posted on the Village of South Glens Falls website, www.villageofsgfny.gov., along with the electronic version of this RFQ.
7. Respondents are urged to check the Village of South Glens Falls website frequently for notices of any changes, additions, or deletions to this RFQ.
8. A proposer may withdraw a proposal any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
9. If a proposer discovers an ambiguity, conflict, discrepancy, omission, or other error in this RFQ, the proposer should immediately notify the contact person identified the above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFQ. Such clarifications will be given by written notice to all parties who have received this RFQ.

10. If a proposer fails, prior to the final due date and time for submission of proposals, to notify the Village of South Glens Falls of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time because of the error or its late correction.
11. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFQ by submitting a proposal.
12. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.

I. SELECTION CRITERIA

- The professional qualifications verified references and experience of the prime consultant and any sub-consultants in providing grant writing services. (20 points maximum).
- Demonstrated knowledge of researching and identifying potential grant opportunities (20 points maximum).
- Demonstrated staffing and/or capability and sufficient resources to complete all the tasks for all required scope of work (20 points maximum).
- A documented history of successful performance on engagements of similar size and scope (20 points maximum).
- A demonstration of approach and commitment for meeting the stated requirements, as evidenced by consultant's proposal (10 points maximum).
- The proposed cost of services provided (10 points maximum).

J. TERMS AND CONDITIONS

1. **Incurred Costs:** This RFQ does not commit the Village of South Glens Falls to award a contract or to pay any costs incurred in the preparation of a response to this request. The Village of South Glens Falls will not be liable in any way for any costs incurred by respondents in replying to this RFQ.
2. **Right to Cancel:** The Village of South Glens Falls reserves the right to cancel this RFQ at any time and to decide not to consider any or all of the respondents submitting information in response to this request.
3. **Severability:** If any terms or provisions of this Request for Proposal are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.
4. **Collusion:** By submitting a proposal, a firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud.
5. **Oral Presentation/Interview:** Oral presentations may or may not be conducted. If presentations are requested, it should be noted that they would be for fact-finding purposes, not negotiations.
6. **Scope of Work:** The final scope of work may be negotiated between the bidder and the Village depending upon any optional services proposed.

7. **Required Insurances:** The selected consultant shall purchase, at its own expense, and furnish proof of Commercial General Liability, NYS Worker's Compensation and NYS Disability Benefits insurance containing approved coverage limits protecting the owner from claims which may arise out of or result from the performance or non-performance of the consultant and shall maintain coverage until final acceptance of the work by the Village of South Glens Falls. The Professional shall not commence work under the Contract for Professional Services until the Professional has obtained all the insurance required.
8. **Non-Discrimination:** In accordance with Federal, State, and local law and all other applicable laws, the Village of South Glens Falls does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.
9. **Disclaimer:** The Village of South Glens Falls reserves the right to reject any and all bids, or portions thereof, for any reason. Additionally, the Village of South Glens Falls reserves the right to adjust the scope of work as needed for the completion of a high-quality feasibility study.
10. **Assignment/Transference of Agreement:** The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior express consent and approval in writing from the Village of South Glens Falls.
11. **Village of South Glens Falls Rights and Prerogatives:** The Village of South Glens Falls reserves the right to exercise the following prerogatives:
 - To accept or reject any or all proposals and amend, modify, or withdraw this RFQ.
 - To change the final due date and time for proposals.
 - To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of the Village of South Glens Falls of changes to the technical proposal after it is submitted, including any changes with respect to subconsultants. The Village of South Glens Falls shall have the right to reject any proposed change to the proposer's technical proposal.
 - To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFQ documents or excuse the proposer from full compliance with its requirements.
 - To consider modifications to proposals at any time before the award is made, if such action is in the best interest of the Village of South Glens Falls.
 - To request a revised cost proposal from firms selected as finalists.
 - To accept a proposal for the engagement containing other than the lowest cost proposal.
 - To interview proposers prior to selection.
 - To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
 - To begin negotiations with the next most responsive proposer to this RFQ should the Village of South Glens Falls be unsuccessful in negotiating a contract with the selected proposer within a reasonable timeframe.
 - To contract with more than one firm.

12. **Modification of Contract:** Any modification to the original contract signed between the successful proposer and the Village of South Glens Falls will require the mutual consent of the successful proposer and the Village of South Glens Falls. Any contract or amendments thereto will be considered effective only after approval by the appropriate Village of South Glens Falls authorities.
13. **Interpretation:** The contract shall be construed and interpreted in accordance with the laws of New York State and New York State shall be the forum for disputes.
14. **Public Announcements:** Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of the Village of South Glens Falls.
15. **Negotiation:** After completion of the selection process, the Village of South Glens Falls will commence finalization of the project scope and fee negotiations with the selected firm(s).

K. INSURANCE AND SECURITY REQUIREMENTS

The selected proposer will be required to procure and maintain at its own expense the following insurance coverage:

- a. **Workers' Compensation and Employer's Liability Insurance:** Must show evidence of Worker's Compensation insurance at State statutory limits, a policy or policies providing protection for employees in the event of job-related injuries.
- b. **Commercial General Liability (CGL):** A policy or policies of comprehensive general liability insurance of general liability limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
- c. **Errors and Omissions/ Professional Liability Insurance:** A policy or policies of errors and omissions insurance with limits of not less than one million dollars (\$1,000,000.00). Said insurance must be issued by an insurer licensed to do business in the State of New York and must have an AM. Best rating of not less than "A"
- d. **Excess/Umbrella Insurance:** A policy or policies of insurance with limits of \$2,000,000 per occurrence/\$2,000,000 aggregate.

Each policy of insurance required shall be in form and content satisfactory to the Corporation Counsel, and shall provide that:

- a. The Village of South Glens Falls is named as an additional named insured on a primary and non-contributing basis.
- b. The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the Village of South Glens Falls Corporation Counsel's Office.
- c. The insurance policies shall be automatically renewed upon expiration and continued in force unless the Village of South Glens Falls Corporation Counsel's Office is given sixty (60) days written notice to the contrary.

No work shall commence under the contract until the selected proposer has delivered to the Corporation Counsel or her designee proof of issuance of all policies of insurance required by the Contract to be procured by the selected proposer.

If at any time, any of said policies shall be or become unsatisfactory to the Village, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the Village for approval.

Upon failure of the selected proposer to furnish, deliver and maintain such insurance as above provided, this Contract may, at the election of the Village, be forthwith declared suspended, discontinued or terminated.

Failure of the selected proposer to procure and maintain any required insurance shall not relieve the selected proposer from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the selected proposer concerning indemnification.

L. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES AND SERVICE-DISABLED VETERAN OWNED BUSINESSES

The Village of South Glens Falls contributes to the economic development of New York State, Saratoga County and the Village of South Glens Falls by assisting and supporting Minority and Women Owned Business Enterprises and Service-Disabled Veteran-Owned Businesses (MWBE/SDVOB) through its procurement process.

As part of this Request for Proposals (RFQ), and consistent with New York State Article 15A and 17B of the Executive Laws, the Village of South Glens Falls strongly encourages all firms to submit proposals that utilize partnerships, joint ventures, or sub-consultant arrangements with New York State certified MWBE and SDVOB firms for this procurement. To help identify NYS Certified MWBE firms contact Empire State Development at www.esd.ny.gov/doingbusinessny/mwbe, and for NYS Certified SDVOB firms contact www.ogs.ny.gov/veterans.

SUBMISSION ACKNOWLEDGEMENT

IN WITNESS WHEREOF, the below-named Respondent acknowledges that all responses and representations contained in this Proposal, including the Statement of Qualifications, References, Rates, and any attachments, are true and correct. The undersigned person affirms that he or she has authority to sign this Proposal on behalf of Respondent.

(date)

(signature)

(printed name and title)

(printed name of firm)

(printed address of firm)

STATE OF _____)

COUNTY OF _____) SS.:

On this day _____ of _____ 20_, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(printed name and title)

(printed name of firm)

(printed address of firm)