



# Fulton County Board of Commissioners

## Agenda Item Summary

**Agenda Item No.:** 21-0136

**Meeting Date:** 2/17/2021

### **Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of contract - Strategic Funding Group, Inc., RFP# 20RFP1212B-EC, External Grant Writing Services in the amount of \$100,000 with Strategic Funding Group, Inc., Atlanta, Georgia to provide grant writing services on an as-needed basis for the County not to exceed \$100,000. ~~Effective upon issuance of the Notice to Proceed through December 31, 2021 with two one-year renewal options.~~  
**Effective upon BOC approval through December 31, 2021 with two renewal options.**

### **Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

Request approval of Recommended Proposals. In accordance with Purchasing Code Sections 102-374 or 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

### **Strategic Priority Area related to this item** *(If yes, note strategic priority area below)*

**Open and Responsible Government**

### **Commission Districts Affected**

- All Districts ☒
- District 1 ☐
- District 2 ☐
- District 3 ☐
- District 4 ☐
- District 5 ☐
- District 6 ☐

### **Is this a purchasing item?**

Yes

### **Summary & Background**

Fulton County Government will pursue federal, state and foundation grant opportunities to augment internal funding for County programs and services. Grant funding allows the County to leverage local revenues and provide expanded services to local communities.

**Scope of Work:** Establish a pre-qualified firm to provide grant writing services to assist the County in applying for grants.

**Community Impact:** This contract will ensure the County receives grant funds to support the delivery of services throughout the County.

**Department Recommendation:** Recommend approval.

**Project Implications:** This contract supports the County's efforts to submit successful grant applications.

**Community Issues/Concerns:** There are no Community Issues/Concerns

**Department Issues/Concerns:** There are not Department Issues/Concerns

**This is a new procurement**

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$100,000.00

**Prime Vendor:** Strategic Funding Group, Inc.

**Prime Status:** White Female Business Enterprise Non-Certified

**Location:** Atlanta, GA

**County:** Fulton County

**Prime Value:** \$100,000.00 or 100.00%

**Total Contract Value:** \$100,000.00 or 100.00%

**Total M/FBE Value:** \$100,000.00 or 100.00%

**Exhibits Attached Exhibit 1: Evaluation Committee Recommendation Letter**

**Exhibit 2: Contractor Performance Report**

**Contact Information** *(Type Name, Title, Agency and Phone)*

Leah Tennille, Owner  
Strategic Funding Group, Inc.  
1266 West Paces Ferry Road, N.E., #173  
Atlanta, Georgia 30327  
Phone: 859-229-7645  
Email: leah@sfg-inc.net

**Contract Attached**

No

**Previous Contracts**

No

**Total Contract Value**

Original Approved Amount: [Click here to enter text.](#)

Previous Adjustments: [Click here to enter text.](#)

This Request: \$100,000

TOTAL: \$100,000

**Grant Information Summary**

Amount Requested: [Click here to enter text.](#)

Match Required: [Click here to enter text.](#)

Start Date: [Click here to enter text.](#)

End Date: [Click here to enter text.](#)

Match Account \$: [Click here to enter text.](#)

- ☐ Cash
- ☐ In-Kind
- ☐ Approval to Award
- ☐ Apply & Accept

**Fiscal Impact / Funding Source****Funding Line 1:**

100-130-1305-1160 - \$100,000

**Funding Line 2:**

[Click here to enter text.](#)

**Funding Line 3:**

[Click here to enter text.](#)

**Funding Line 4:**

[Click here to enter text.](#)

**Funding Line 5:**

[Click here to enter text.](#)

Key Contract Terms	
Start Date: 1/21/2021	End Date: 12/31/2021
Cost Adjustment: 0	Renewal/Extension Terms: 2

**Overall Contractor Performance Rating:**

**Would you select/recommend this vendor again?**

Yes

**Report Period Start:**  
1/21/2021

**Report Period End:**  
12/31/2021



## INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Chief Purchasing Agent  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** January 20, 2021

**PROJECT:** #20RFP1212B-EC, External Grant Writing Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Department of External Affairs.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Strategic Funding Group, Inc.
2. Serve-U LLC
3. After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Strategic Funding Group, Inc., is the recommended vendor for the award of #20RFP1212B-EC, External Grant Writing Services with a final score of **82.92%**.

Evaluation Committee Recommendation Letter  
Date: January 20, 2021  
#20RFP1212B-EC, External Grant Writing Services  
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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

DocuSigned by:

*Fran Calhoun*

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Fran Calhoun

Division Manager, Office of External Affairs

DocuSigned by:

*Varonia Walker*

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Varonia Walker

Grant Procurement Officer, Finance Department

DocuSigned by:

*Gina S. Surgeon*

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Gina S. Surgeon

Grants Financial Analyst, Finance Department

Evaluation Committee Recommendation Letter  
Date: January 20, 2021  
#20RFP1212B-EC, External Grant Writing Services  
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EVALUATION CRITERIA	WEIGHT	Strategic Funding Group, Inc.	Serve-U LLC		
Project Approach	20.00%	20.00%	15.00%		
Qualification of Key Personnel	25.00%	25.00%	20.83%		
Relevant Project Experience	23.00%	19.17%	21.08%		
Availability of Personnel	15.00%	13.75%	11.25%		
Local Preference	5.00%	5.00%	5.00%		
Service Disabled Veterans Preference	2.00%	0.00%	0.00%		
Cost Proposal	10.00%	10.00%	5.43%		
TOTAL SCORE:	100.00%	82.92%	73.17%		

**Department of Purchasing & Contract Compliance**

**Contractor's Performance Report  
Professional Services**

<b>Report Period Start</b>	<b>Report Period End</b>	<b>Contractor Period Start</b>	<b>Contractor Period End</b>
01/21/2021	01/21/2021	02/17/2021	12/31/2021
<b>P.O. Number</b>			<b>P.O. Date</b>
20RFP1212B-EC			
<b>Department</b>	External Affairs		
<b>Bid Number</b>	20RFP1212B-EC		
<b>Service Commodity</b>	External Grant Writing Professional Services		
<b>Contractor</b>	Strategic Funding Group, Inc.		
<b>0 = Unsatisfactory</b>	Achieves contract requirements less than 50% of the time; not responsive, effective and/or efficient; unacceptable delay, incompetence; high degree of customer dissatisfaction.		
<b>1 = Poor</b>	Achieves contract requirements 70 % of the time; marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat dissatisfied.		
<b>2 = Satisfactory</b>	Achieves contract requirements 80 % of the time; generally responsive, effective and/or efficient; delays are excusable and result in minor program adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.		
<b>3 = Good</b>	Achieves contract requirements 90 % of the time; usually responsive, effective and/or efficient; delays have no impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.		
<b>4 = Excellent</b>	Achieves contract requirements 100 % of the time; immediately responsive, highly effective and/or efficient; no delays; key employees are experts and require minimal directions; customers' expectations are exceeded.		
<b>Quality of Goods and Services</b>			
4 (Excellent)	Comments: Contractor achieved the excellent levels of performance and product satisfaction as team provides high quality proposals.		
<b>Timeliness of Performance</b>			
4 (Excellent)	Comments: Contractor provides timely service and is responsive to the needs of departmental clients.		
<b>Business Relations</b>			
4 (Excellent)	Comments: Contractor provides timely reports, updates, business documents and works well with all departmental teams.		
<b>Customer Satisfaction</b>			
4 (Excellent)	Comments: County departments give the contractor highest satisfaction feedback.		
<b>Contractors Key Personnel</b>			
4 (Excellent)	Comments: Key personnel are highly qualified with successful grant writing annual awards of \$72 million and directly engage departmental leaders/staff.		
<b>Overall Performance Rating = 4.0</b>			
Would you select/recommend this contractor again? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>Rating Completed by:</b> Fran Calhoun, Division Manager, IGA	
<b>Department Head</b>	Jessica Corbitt	<b>Department Head Signature</b>	<b>Date</b>