



City of St. Petersburg  
Procurement & Supply Management  
One 4<sup>th</sup> Street North, 5<sup>th</sup> Floor  
St. Petersburg, FL 33701  
Telephone (727) 893-7220  
Fax (727) 892-5325

September 25, 2015

**Call for Grant Writers  
City of St. Petersburg**

**RE: RQU 7898: Consulting Services, Call for Grant Writers**

**1. Intent**

The City of St. Petersburg ("City") is accepting resumes or curriculum vitae from qualified firms or individuals ("Consultant") to be retained on an as-needed basis to provide grant writing consulting services for the City. The City seeks to develop a pool of grant writers from different disciplines to provide grant writing and proposal/application support to the City. Grant writers with substantive experience in writing, submitting, and securing grants for government and private foundations are encouraged to apply. Consultants who are selected based on their qualifications will be retained on an as-needed basis. Please include any additional information that you feel would be helpful for our consideration such as copies of your work, information regarding your qualifications, and certificate(s) of insurance per the attached Appendix A.

**2. Scope**

The City seeks to develop a pool of grant writers from different disciplines who possess the necessary qualifications to provide grant writing and proposal/application support in securing grants for the City on an as-needed basis. Applicants with general liability and professional liability insurance are preferred but the insurance requirements for each grant will be determined by the City of St Petersburg's Risk Management Office. Resumes and curriculum vitae will be reviewed for consideration based on the grant writer's qualifications and relevant experience. The City is seeking applicants that have successfully written, submitted, and secured grants for one or more of the following:

- a. Federal
- b. State
- c. Local Government
- d. Private Foundation

Specifically, the City is seeking resumes, curriculum vitae, and supporting documentation from Consultants with expertise in securing grant funding in one or more of the following areas:

- a. Human/Social Services/Poverty Eradication
- b. Economic Development
- c. Brownfields/Environmental
- d. Resiliency (Social, Infrastructure and Environmental)
- e. Sustainability
- f. The Arts

- g. Parks and Recreation
- h. Infrastructure Development
- i. Public Safety Police/Fire
- j. Housing
- k. FEMA (Federal Emergency Management Administration)
- l. Choice Neighborhood & Promise Zone (HUD's Housing and Urban Development)
- m. Historic Preservation
- n. Healthy Cities
- o. Health and Wellness
- p. Transportation

Selected Consultants will be matched with grant proposal applications on an as-needed basis as determined by the City in its sole and absolute discretion. Before any selected Consultant performs services for the city it will be required to execute an agreement prepared by the City Attorney's Office. Representatives from the City will contact selected Consultants regarding their interest, experience, availability and proposed fee to provide grant writing services as specific grant opportunities arise. Per City administrative policy, all grant proposals shall be reviewed by the City Grants Working Group prior to submission. The City will make the final decision as to which Consultant will be retained to complete each grant application.

Resumes, curriculum vitae and supporting documentation will be accepted until further notice and can be submitted to:

City of St. Petersburg Budget & Management 175 5th Street North St. Petersburg, FL 33701	or	City of St. Petersburg Budget & Management PO Box 2842 St. Petersburg, FL 33731
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Applications must be marked "RQU No. 7898: Call for Grant Writers".

All questions are to be emailed to Shrimatee Ojah-Maharaj, Grants Officer, at [shrimatee.ojah-maharaj@stpete.org](mailto:shrimatee.ojah-maharaj@stpete.org).

Sincerely,



Louis Moore, FNIGP, CPPO  
Director, Procurement &  
Supply Management

LM:ms

Attachment

## **APPENDIX A**

Consultant shall carry the following insurance coverage(s) evidenced by Certificates of Insurance on standard ACORD form(s) showing at a minimum: 1) Commercial General Liability, \$500,000 per occurrence, \$1,000,000 aggregate; 2) Automobile Liability, \$300,000 combined single limit covering all owned, hired and non-owned vehicles; and 3) Workers' Compensation to statutory limits; All coverages except for Workers' Compensation shall name the City as an "additional insured".