

## Item Cover Page

### CITY COUNCIL MEETING AGENDA ITEM REPORT

**DATE:** March 26, 2025

**SUBMITTED BY:** Erin Jones, Purchasing

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Notice of Recommended Award (NORA) for RFP 25-003EJ Grant Writing Services

**SUGGESTED ACTION:** Authorize award and pursue a contract with Witt O'Brien and Hagerty Consulting.

**Is this item Quasi-Judicial?**

No

**Does this item require a public hearing?**

No

**EXPLANATION:**

On January 17, 2025, City of Bradenton advertised Request for Proposals (RFP) 25-003EJ to select a firm(s) for Grant Writing Services. Notice of this RFP was made through DemandStar, 157 vendors were notified. 29 vendors viewed the solicitation, and 11 vendors submitted a proposal.

On March 5, 2025, a three member evaluation committee with two advisors reviewed and scored each of the proposals based on the qualifications, capabilities, and demonstrated experience, project approach, and compensation.

Following scoring, four proposers were shortlisted to participate in a presentation and question and answer session on March 19, 2025. After the presentation and question and answer session with all the firms, the Committee reconvened and determined to award to the top two highest ranking proposers. Witt O'Brien and Hagerty Consulting being the two highest ranking proposers are recommended for award.

**FINANCIAL IMPACT:**

N/A

**ATTORNEY REVIEW/RECOMMENDATION:**

Attorney Scott Rudacille will be sent the contract for review once authorized.

**SUGGESTED MOTION:**

Motion to authorize the awards for RFP 25-003EJ and to pursue a contracts with Witt O'Brien and Hagerty Consulting.

**ATTACHMENTS:**

[25-003EJ NORA Packet](#)