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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: April 23, 2025

SUBMITTED BY: Erin Jones, Purchasing

ITEM TYPE: Contract

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Contracts for Grant Writing Services with Witt O'Brien's LLC and Hagerty Consulting Services, Inc.

SUGGESTED ACTION: Approve contracts for Mayor's signature.

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 Hargerty Consulting being the two highest ranking proposers are recommended for award.

Purchasing is now bringing forward the resulting contracts for execution.

FINANCIAL IMPACT:

Funded through departments operating budget.

ATTORNEY REVIEW/RECOMMENDATION:

Reviewed and approved by Attorney Rudacille.

SUGGESTED MOTION:

Motion to approve the contracts with Witt O' Brien's, LLC and Hagerty Consulting Services, Inc. for grant writing services.

ATTACHMENTS:

[Agreement with Witt O'Brien's, LLC](#)

[Agreement with Hagerty Consulting Services, Inc.](#)