



Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | www.districtoftaylor.com

TO: Mayor and Council

FROM: Lisa Ford, Deputy Corporate Officer
Kimberly Westgate, Corporate Services Assistant

DATE: February 5, 2024

SUBJECT: Grant Writer Services Award

STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Economic Development
- Community Engagement

RECOMMENDED RESOLUTION:

"THAT, the District of Taylor's Grant Writer Services position be awarded to Urban Systems."

PURPOSE:

To award the grant writer services position for the District of Taylor.

BACKGROUND:

Northern Development Initiative Trust (NDIT) provides a grant writer support program to local governments and First Nations throughout their operating region. As per the program's application guide:

"The grant writer supports communities by preparing funding applications to agencies, foundations and government programs in order to access more funding dollars to support crucial economic development projects and initiatives throughout the region."

Additionally, the grant writer provides additional capacity to support local non-profits with grant application research and writing in order to pursue community funding priorities."

The following performance measures are required for the grant writer program:

- Payroll costs for the grant writer employee/contractor verifying a minimum of \$10,500 in wages and a minimum of 400 hours of employment.
- Verification of a minimum of \$200,000 grants applied for by the grant writer during the term of employment and approved calendar year (using Northern Development's template).; and
- Updates on funding application statuses marked as pending made in prior years where a grant writer was financially supported under Northern Development's Grant Writing Support Program.

A Request for Expression of Interest (RFEI) for grant writing services closed on December 8, 2023. The RFEI was posted to discover whether other parties in the area would be interested in providing grant writing services to the District, and six submissions were received.

FINANCIAL IMPLICATIONS:

Should Council be amiable to the selected proponent, the minimum cost of service is \$20,000 annually, with \$8,000 in grant funding coming from NDIT (subject to grant funding application approval).

Currently, \$12,000 has been set aside in the consulting budget for grant writing services, but additional funds are still available within the consulting budget to cover the additional cost.

COMMENTS & DISCUSSION:

The 6 proposals received for the Grant Writer Services Provider RFEI were offered by:

- Strategic Natural Resource Consultants, Prince George, BC
- McElhanney, Vancouver, BC
- Resonant Business Solutions, London, ON
- iPlume Writing Inc., Hammonds Plains, NS
- Myriad Consulting Inc., Fort St John, BC
- Urban Systems, Fort St John, BC

The evaluation team consisted of the Deputy Corporate Officer and the Corporate Services Assistant. The six proposals were scored using the following evaluation criteria:

Mandatory Criteria:

- The proposal must be received at the Closing Location before the Closing Time.
- The proposal must be in English.
- The proposal must be submitted using the submission method set out in the RFEI.
- The proposal must be identify the RFEI and Proponent.
- The proposal must meet NDIT's Grant Writing Support requirements.

Weighted Criteria:

• Company and Project Team Qualifications	/30
• Presentation of Services	/25
• Qualification and Information Response	/25
• Pricing	/25
Total	/100

The average scoring results from the two evaluators are as follows:

Company	Evaluation Total /100
McElhanney	Did not meet mandatory criteria
iPlume	Did not meet mandatory criteria
Resonant Business Solutions	Did not meet mandatory criteria
Myriad Consulting	64.5
Strategic Natural Resource Consultants	56.5
Urban Systems	85.5

The Evaluation Team concluded that although Urban Systems' rate is higher than some of the other proponents, it is outweighed by their municipal government experience, knowledge and experience with grant writing, grant approval success rate, and their understanding and experience working with local community groups.

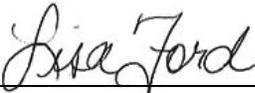
ALTERNATIVE OPTIONS:

Council may choose not to award the grant writing services to Urban Systems.

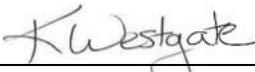
SUMMARY & CONCLUSION:

Staff feel confident entering into an agreement with Urban Systems to provide Grant Writing Services as their team is highly qualified, has a broad range of knowledge, and adequate pricing.

RESPECTFULLY SUBMITTED:



Lisa Ford
Deputy Corporate Officer



Kimberly Westgate
Corporate Services Assistant

The District of Taylor's guiding principle is "Safety, Family, then Work."