

BOROUGH OF CLOSTER

REQUEST FOR QUOTE  
for  
GRANT RESEARCH and WRITING SERVICES

The Borough of Closter is soliciting quotes for the provision of Grant Research and Writing Services. The selected firm will be responsible for providing the following services:

- A. Notification of all available governmental and non-governmental grant funding opportunities applicable to New Jersey municipalities
- B. Preparation and submission of all grant applications as authorized by the municipality in accordance with the guidelines established by the funding agencies.

Quotes will be evaluated by the governing body of the Borough of Closter taking a variety of factors into consideration. The factors that the governing body will consider during the evaluations are as follows:

- A. Experience and reputation in the field;
- B. Knowledge of the subject matter to be addressed under the contract;
- C. Fee proposal; and
- D. Other factors if demonstrated to be in the best interest of the municipality.
- E. List of other municipal governments currently under contract with the firm;
- F. Fee proposal; and
- G. A copy of the firm's Business Registration Certificate and Certificate of Employee Information Report.

Quotes are due by December 23, 2019 at 4:00 p.m. and may be emailed to the attention of Edward Hynes, Borough Administrator at [ehynes@closternj.us](mailto:ehynes@closternj.us). Quotes may also be mailed or hand delivered to the attention of Edward Hynes, Borough Administrator, at Borough of Closter, 295 Closter Dock Road, Closter, NJ 07624. All quotes must be received prior to December 23, 2019 at 4:00 p.m. All quotes whether emailed, mailed or hand delivered should be clearly marked "Quotes for Services – Grant Research and Writing Services".

:EH  
12/16/19

**Deadline Extended to  
January 3, 2020 @ 4:00 pm**