

REQUEST FOR PROPOSALS

NY Forward Grant Application - Due September 23, 2022

August 2022

The Town of Fort Edward is requesting proposals from qualified consultants to assist in applying for the NY Forward grant due September 23, 2022.

Background

The Town of Fort Edward, in collaboration with a local group of residents and business owners (Promote Fort Edward) submitted a letter of intent for the NY Forward grant in early-August 2022. The complete application is due September 23, 2022 and will be submitted by the Town of Fort Edward.

Project Description

The application for the NY Forward grant contains a narrative, budget, letters of support, and more as defined by the NY Forward website: <https://www.ny.gov/programs/ny-forward>. The Town of Fort Edward seeks assistance in building out and finalizing the application ahead of the September 23, 2022 deadline.

Scope of Work

The scope of work includes drafting the narrative for the grant, creating a budget, designing all mapping for the application, and packaging the final application with numerous letters of support from stakeholders.

Submission of Proposals

Interested respondents should send an email to Aimee Mahoney, Fort Edward Town Clerk at amahoney263@gmail.com expressing interest by September 12, 2022.

Liability

The Town of Fort Edward is not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and or submission of its proposal. Further, the Town of Fort Edward is not liable for any costs incurred prior to approval of the contract.

Evaluation Process

The Town of Fort Edward will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

Notification of Award

The Town of Fort Edward will notify the successful bidder by email. Each bidder whose proposal is not accepted will be notified in writing.