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**To:** Lemoore City Council **Item # 7**  
**From:** JP Prichard, Administrative Analyst  
**Date:** May 30, 2013  
**Subject:** Request for Proposal - Grant Seeking, Grant Writing,  
and Lobbying Services

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## **STAFF REPORT**

### **Discussion:**

On June 30, 2013, the City's contract with California Consulting will expire. Under the terms of this contract, California Consulting provides grant writing and lobbying services in exchange for 10% of whatever amounts are awarded with their participation. During fiscal year 2013, there were not any grants awarded through their efforts. California Consulting has expressed an interest in continuing to provide services for the City during the next fiscal year.

Within the last month, the City has been approached by Kings Community Development Corporation seeking to provide specific grant writing services. This local firm was recently contracted by the City of Hanford to provide assistance with CDBG and HOME grants available through HUD.

Given the interest expressed by multiple firms, it would be appropriate to issue a Request for Proposal (RFP) for grant seeking, grant writing, and lobbying services. A draft RFP is attached for Council review.

### **Budget Impact:**

A Request for Proposal would have no direct budget impact, aside from advertising costs. Future budget impacts could vary depending on which proposals, if any, are ultimately accepted by the Council.

### **Recommendation:**

After discussion of the appropriateness and terms of an RFP, Council should decide if an RFP for grant seeking, grant writing, and lobbying services should be issued.