

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2019

Firm Name: Vickers Consulting Services, Inc	DUNS Number: 116979610	Federal EIN: 20-5356860
Prequalification Contact First, Last Name and Title: Brian Vickers, CEO	Phone Number: +1 (866) 547-2687	Prequalification Contact E-mail Address: brianv@vickersconsultingservices.com
Firm Web Address www.helpmewithgrants.com	Firm Mailing Address 10601 Grant Rd Ste 216 Houston, TX	Name of Firm's President/Managing Officer: Brian P. Vickers

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Mr. Vickers has been writing grants since 2001, and currently is CEO of Vickers Consulting Services. VCS is a growing staff of 12 consultants, researchers, and administrative staff. The growing client listing is over 3,500 fire departments, EMS Squads, police departments, schools, municipalities, and other non-profit organizations such as YMCAs, Boys & Girls Clubs, and more. VCS has written over 5,000 applications with a 70% success rate resulting in over \$650M in awards for clients.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Mr. Vickers has been involved in the completion of CDBG grant reports for entities in other states as well as DHS and other similar programs.

3. Describe the respondent's experience with the following:

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

Mr. Vickers and VCS have been involved in regional projects for flood mitigation, communications infrastructure, disaster planning and other similar ventures involving officials at multiple levels of government. Our role was primarily grant related in terms of planning which programs would fund what portions of the projects, but also developing implementation plans as well as post-award management.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

VCS utilizes part-time and seasonal contractors with experience in various disciplines as needed but all are direct VCS employees. We have not had a need for a true subcontracting relationship with another incorporated business for client-related projects.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input checked="" type="checkbox"/> Statewide

VCS has the ability to expand the hours of the part-time and seasonal personnel easily to accommodate workloads with minimal lead time.

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

Due to the flexible nature of the personnel ranks we are able to adjust easily to changing demand in workload, honed through years of experience with changing deadlines and application periods related to DHS and other grant programs.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2018
 If "No", provide most recent year of certification: No, will become certified if selected

In process for 2018 certification, as well as pursuing 2019 when available

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
<input type="button" value="Remove Project"/>	Project Name	Ottsville Volunteer Fire Company (PA)
Facility Type and Use		Fire Station
Project Location (Jurisdiction)		Ottsville, Pennsylvania (Bucks County)
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of exhaust removal system in 6400 sq. ft. fire station originally constructed in 1984.
Role & Responsibilities		Grant Writer, semi-annual & annual reporting, EHP form creation
Project Cost		\$72,000
Financing/Funding Source		Department of Homeland Security - Assistance to Firefighters Grant Program
Method of Documenting Beneficiaries		Census, local government mapping & plat information
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Grant written, January 2018 Grant funded, July 2018 EHP Form submission, November 2018 (OMB Control Number: 1660-0115) Construction in progress as of Feb 2019
Monitoring and Verification Methods		Contact with FEMA, DHS, local officials to ensure timely submission & bid processes
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Brian P. Vickers (grant writer, reporting submission, report creation)
Contact Information Current phone and e-mail address of local government representatives you worked with.		Vice President James Keogh 249 Durham Rd., Ottsville, PA 18942 jim49sue@gmail.com

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

	Add Personnel
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Personnel Profile(s)

Remove Personnel	Full Name	Brian P. Vickers
Potential Role	Base Location	CDBG Administrator, Houston TX
Current Employment	Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Vickers Consulting Services, Inc CEO, 13 years
Previous Employment	Job Title Company name Job responsibilities Number of years with firm	Landata Systems (currently Stewart Transactions Services) Sr. Management Information Systems Team: Solutions Architect and Developer August 2001 - January 2007 Custom software and database solutions development
Academic/Professional Qualifications	Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Delaware Valley College (now Delaware Valley University): BS Computer Information Systems Management (1998) University of Phoenix: Master of Business Administration (2018)
Overall	Total Years or relevant experience Other relevant experience or accomplishments	Mr. Vickers has been writing grants since 2001 and has worked on projects up to \$10.5M for clients. He has experience with numerous federal forms including: OMB-133, SF-424, RD 442-3, RD 442-7, SF-425, and more. He has written and administered thousands of grants through USDA, FEMA, DHS, as well as numerous state and private foundation programs from across the US and Puerto Rico.

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

All 3 fulltime employees of VCS as well as several seasonal personnel will be pursuing the certification process to ensure our ability to respond to client needs in a timely fashion.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No

12. State the respondent's policy regarding affirmative action.

It is the policy of VCS to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, VCS will provide reasonable accommodations for qualified individuals with disabilities.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Mr. Vickers and VCS staff have written and administered thousands of grant applications for dozens of federal, state, and local grant programs. As mentioned in other sections VCS is highly familiar with the federal forms used for reporting project progress as well as documenting expenditures and milestones achieved.