



## **Vendor Request for Proposals #2017 – 2018 - 5**

**March 16, 2018**

Crime Stoppers of Tampa Bay, Inc., a not for profit organization, is accepting proposals for the grant management function for our organization. Crime Stoppers of Tampa Bay is funded under the State of Florida Crime Stoppers Trust Fund (CSTF), which operates as a “reimbursement grant” which is managed by the Florida Office of the Attorney General (OAG). The 2018-2019 budget goes into effect on July 1, 2018 and will run through June 30, 2019. The contract for the current vendor ends on June 30, 2018.

The primary duties and requirements are as follows:

- Prepare all CSTF grant reimbursement documents for submission to the OAG monthly.
- Complete monthly performance reports with required proof of performance documents to substantiate monthly compliance with the required performance measures to include: tip line, payment of approved rewards, public awareness, continuing education, law enforcement contact and community events.
- Maintain the organization’s grant related perpetual budget and submit same to the board monthly.
- Communicate regularly with the Law Enforcement Program Coordinator and Treasurer.
- Be available to respond to grant related inquiries. Be available to meet with the Executive Board no more than 5 times a year.
- Complete annual reports for the adult and campus programs to be submitted to the OAG.
- Complete the application to renew the CSTF grant for the next year which includes writing a new proposal with supporting documents for both Hillsborough and Pasco counties.
- Work with the Treasurer to organize all paid invoices and proof of payments for submission.
- Complete and substantiate monthly budget modification requests as needed.
- Advise the Executive Board on vendor related spending to ensure quote/bid compliance.
- General bookkeeping responsibilities.
- Any other duties deemed necessary as they may relate to the grant.
- Be familiar with the Crime Stoppers of Tampa Bay grant process.

Proposals will be evaluated by Crime Stoppers of Tampa Bay, Inc. based on the response to the information requested above. All items must be addressed for the proposal to be considered responsive.

**The deadline for submission of responses is 5:00 p.m. on Friday, March 30, 2018.**

**LATE QUOTES WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.**

Proposals are to be e-mailed (preferred) to: Debbie Carter, President at [dcarter@hcsotampa.org](mailto:dcarter@hcsotampa.org) or mailed to Crime Stoppers of Tampa Bay, Attn: Debbie Carter, P.O. Box 5766; Tampa, FL 33675.

Submitter assumes the risk for the method of delivery chosen. Crime Stoppers of Tampa Bay, Inc. assumes no responsibility for delays caused by any delivery service or for problems with their email. Crime Stoppers of Tampa Bay, Inc. reserves the right at its sole discretion to reject any or all proposals prior to the execution of a contract. This Request for Proposal does not obligate Crime Stoppers of Tampa Bay, Inc. to contract for the services specified herein. The final selection, if any, will be the proposal that in the opinion of Crime Stoppers of Tampa Bay, Inc. best meets the requirements set forth in the Request for Proposal, is in the best interest of the organization and complies with regulations of the Florida Department of Financial Services. Crime Stoppers of Tampa Bay, Inc. is not obligated to select the lowest price. Crime Stoppers of Tampa Bay, Inc. shall not be responsible for any costs associated with a submitter's preparation of a proposal in response to this Request for Proposal. In submitting a proposal in response to this Request for Proposal, the organization agrees to accept the terms set forth in this Request for Proposal.

Any requests for information about this project are to be directed to Debbie Carter at 813-247-8059 or [dcarter@hcsotampa.org](mailto:dcarter@hcsotampa.org).

Thank you for considering this Vendor Request for Proposal.

Sincerely,

*Debbie Carter*

Debbie Carter, President

Crime Stoppers of Tampa Bay, Inc.