



**Vendor Request for Proposal #2023 – 2024 – 1**  
**Grant Management Services**  
**May 17, 2023**

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” managed by the Florida Office of Attorney General (OAG). The 2023-2024 budget goes into effect on July 1, 2023 and will run through June 30, 2024. The contract for the current vendor ends on June 30, 2023.

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 Executive Director and Executive Board of Directors’ monthly.
- Communicate regularly with the Executive Director. Communicate with the Treasurer as needed.
- Be available to respond to grant related inquiries. Be available to meet with the Executive Director and/or Board of Directors’ 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 grant year, which includes writing a new proposal with supporting documents for both Hillsborough and Pasco Counties.
- Work with the Executive Director to organize all paid invoices and proof of payments for submission.
- Complete and substantiate monthly budget modification requests as needed.
- Advise the Executive Director on vendor related spending to ensure quote/bid compliance.
- General bookkeeping responsibilities.
- Participate in and provide documentation for any audit or reviews, if deemed necessary.
- Any other duties deemed necessary by the Executive Director 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 Monday, May 30, 2023.**

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

Proposals are to be e-mailed (preferred) to: Kelly McLaren, Executive Director, at [kmclaren@crimestopperstb.com](mailto:kmclaren@crimestopperstb.com) or mailed to Crime Stoppers of Tampa Bay, Attn: Kelly McLaren, 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 Kelly McLaren via email.

Thank you for considering this Vendor Request for Proposal.

Sincerely,

*Kelly McLaren*

Executive Director

Crime Stoppers of Tampa Bay, Inc.