

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

RESOLUTION #25-119

**RESOLUTION AWARDING CC# 25-02 GRANTS WRITING SERVICES TO THE
AUBREY GROUP LLC IN A FAIR AND OPEN MANNER**

WHEREAS, there is a need for grants writing services for the daily operations of the Township of Hopewell; and

WHEREAS, the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) allows the use of competitive contracts and approved by council resolution; and

WHEREAS, the Township duly advertised for public receipt of competitive contracts providing the required 20 days prior to receipt for CC#25-02 in a fair and open manner, consistent with N.J.S.A.19:44A-20.5 et. Seq; and

WHEREAS, the Township received competitive contracts for grants writing services on February 26, 2025, at 11:00 A.M; and

WHEREAS, the rating committee has reviewed the submittals and rated according to the directions under competitive contracts, as required within N.J.A.C. 5:34-4 et seq., and

WHEREAS, The Aubrey Group LLC, 121 Market Street, Camden, New Jersey, 08102, has provided the response most advantageous to the Township, under the demands of price and other factors found within statute; and

WHEREAS, the process was administered as required by law by the Qualified Purchasing Agent who has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A. 40A:11-1 et seq.); and

WHEREAS, the term of contract is allowable for up to five (5) years as authorized under N.J.S.A.40A:11-4.1 et seq.; and

WHEREAS, The Aubrey Group LLC, 121 Market Street, Camden, New Jersey, 08102, has proposed a fee structure of:

Year 1 Monthly retainer fee	\$3,000.00
Year 1 Hourly Grant Writing Services	\$175.00
Year 1 Monthly/Annual Portal/Database fee	\$0.00
Monthly Cost	\$3,175.00
Year 2 Monthly retainer fee	\$3,500.00
Year 2 Hourly Grant Writing Services	\$183.00
Year 2 Monthly/Annual Portal/Database fee	\$0.00
Monthly Cost	\$3,683.00

; and

WHEREAS, subject to the approval of future budgets, the Chief Financial Officer certifies funding is available in the following amounts:

Year 1	\$38,100.00	5-01-20-100-029	\$28,575.00
		6-01-20-100-029	\$ 9,525.00
Year 2	\$44,196.00	6-01-20-100-029	\$33,150.00
		7-01-20-100-029	\$11,050.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that The Aubrey Group LLC, 121 Market Street, Camden, New Jersey, 08102 is hereby awarded a contract for two (2) years consistent with the tenets as found within CC# 25-02; and

BE IT FURTHER RESOLVED that the Mayor is authorized to effectuate any documents in furtherance of execution of this contract.

Date Adopted: March 17, 2025

CERTIFICATION

I, Katherine Fenton-Newman, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 17th day of March, 2025, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.


Katherine Fenton-Newman, CMR, RMC

Municipal Clerk