ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a five-year contract with McAllister & Quinn for grant development services for the office of grants management (OGM) department.

If the administration and McAllister & Quinn are unable to agree to an executable contract, the administration requests delegation to discontinue negotiations and proceed to negotiate with the next highest-ranking vendor(s) until a contract is reached or all proposals are rejected. This action will authorize the Chancellor or her designee to approve a contract preventing extended delays with the award of this project.

BACKGROUND

OGM supports the College by seeking out, developing, and maintaining fiscal management of external, supplemental grant funding for academic support, workforce development, skills training, and other post-secondary educational programs. The number of available grant-funded opportunities the College can benefit from has increased in recent years. Many of these opportunities are in the form of large federal grants, which involve significant administrative, budgetary, and strategic collaborative efforts with faculty, staff and administrators within compressed timelines. To ensure successful, high-quality submissions under short deadlines, expert external grant development support is required.

Request for proposals (RFP) #26-10 was issued on December 17, 2025, to procure grant development services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Seven responses were received and evaluated by a team comprised of representatives from OGM, instructional support and efficacy, and internal audit who determined the proposal submitted by McAllister & Quinn will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will provide the resources needed to apply for additional funding of college activities and services by taking advantage of external, supplemental grant funding opportunities to support expanded student services and academic programs. These grants are intended to support the College's strategic initiatives and goals through federal, state, and local funding opportunities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated total expenditure is $927,500 for the initial five-year award term which commences on May 1, 2026, through April 30, 2031, with one five-year renewal options, and will be funded from the OGM department's 2025-2026 operating budget and subsequent year budgets. The estimated total expenditure of $927,500 includes the annual fee for the first five years of $171,000 and optional fees for the development of one additional grant ($37,500) and one additional professional development workshop ($35,000) outside the contracted amount in case the need

arises.

MONITORING AND REPORTING TIMELINE

Vendor performance and pricing are monitored throughout the contract period.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFP #26-10
Grant Development Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	**Vendors**	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Section 5: Contract Exceptions	Section 4: Price Proposal	**Total Points**	**Short List**
	Total Points	*20*	*10*	*25*	*10*	*5*	*30*	*100*	
1	JetCo Solutions	15.20	7.98	19.88	5.88	5.00	26.00	**79.94**	**Yes**
2	Anese & Associates LLC	15.40	7.95	19.38	7.98	5.00	17.35	**73.06**	**Yes**
3	Meyer Consulting and Services	16.50	8.00	20.19	7.85	5.00	14.57	**72.11**	**Yes**
4	McAllister & Quinn	18.80	9.40	23.38	8.35	5.00	6.15	**71.08**	**Yes**
5	The Evaluation Group	16.10	8.00	19.38	8.60	5.00	12.27	**69.35**	**Yes**
6	Ellucian Company LLC	19.40	9.60	24.88	7.88	0.00	4.84	66.60	No
7	Outsource Execs LLC	14.35	6.95	17.75	6.00	5.00	2.56	52.61	No

FINAL SCORES

#	**Shortlist Vendors**	ShortList	Presentation	**Final Score**	**Price**		
	Total Points	*100*	*40*	*140*	*Total 5 Years*	*Extra Services**	*Total Estimated Cost*
1	McAllister & Quinn	71.08	36.63	**107.71**	$ 855,000.00	$ 72,500.00	$ 927,500.00
2	Meyer Consulting and Services	72.11	32.56	**104.67**	$ 641,500.00	$ 16,000.00	$ 657,500.00
3	Anese & Associates LLC	73.06	28.13	**101.19**	$ 293,000.00	$ 24,000.00	$ 317,000.00
4	The Evaluation Group	69.35	30.50	**99.85**	$ 463,150.00	$ 23,990.00	$ 487,140.00
5	JetCo Solutions	79.94	15.25	**95.19**	$ 200,000.00	$ 15,000.00	$ 215,000.00

**Extra Services include additional fees for use if needed*