

COVER MEMO

Briefing Date/Time:	August 10, 2026
Staff Contact/Title:	Alex Smith, Executive Director (360) 528-8001, alexs@portolympia.com
Subject:	Contract for Grant Assistance
Purpose:	☒ Information Only ☐ Decision Needed

Type of Agenda Item:

Advisory

Background:

On June 1, 2026 the Port issued a Request for Proposals (RFP) for assistance with grant writing, grant administration, and the development of a long-term funding strategy for capital projects. A copy of the RFP is attached.

The Port received fifteen responses to the RFP, which were reviewed and scored by a team of four Port staff. Responses came from companies all over the United States and Canada.

The response that scored the highest came from the Beckett Group, a Washington company owned and operated by Bruce and Jeannie Beckett. Jeannie Beckett worked for 24 years at the Port of Tacoma, where she served in a number of leadership roles in operations and finance. Bruce Beckett has worked as a lobbyist in the state legislature, representing ports on a variety of issues. Together they have helped ports across Washington obtain tens of millions of dollars in grant funds. A copy of the Beckett Group's response to the RFP is attached.

Staff recommends entering into a contract with the Beckett Group that operates with a series of task orders as individual projects or grant opportunities arise. The contract is for two years with three one year options. Staff is proposing a "not to exceed" contract amount of \$250,000, anticipating spending the contract amount down over the five years of the contract as grant opportunities arise.

Alignment with Vision 2050:

Supports Vision 2050's Goal 1, 2, 8 and 9 to support Port infrastructure and operations, and to develop a long-term funding strategy..

Environmental Considerations and Review:

N/A

Alternatives Considered:

The Port considered hiring in-house grant support but felt the intermittent and sporadic nature of grant opportunities may not justify hiring a full-time employee. Once the Port decided to hire an outside contractor, we considered all fifteen companies that responded and evaluated them on their qualifications, experience, references and the reasonableness of the cost of their proposal. The Beckett Group scored the highest of the fifteen submittals.

Staff Recommendation:

N/A

Documents Attached:

- RFP Solicitation for 1016-1022 – Grant Writing, Grant Administration and Funding Strategies
- Proposal in Response to RFP No. 2026-1022 from the Beckett Group