

REQUEST FOR PROPOSAL GRANT WRITING SERVICES SCOPE OF SERVICES

The City of Dillingham is seeking to retain a Consultant to assist the City in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications, program administration and delivery.

SERVICE PERIOD AND TERMS

Contract will be for **two (2) years** (is this the term we want) from date of award.

Agreement Cancellation: The contract may be terminated by agreement or upon sixty (60) days' notice in writing given by either party. If the City exercises this right to terminate, the services allowed to be performed by second party during the remaining sixty (60) days shall be approved by the City Manager. If the second party exercises this right to terminate, the consultant must attempt to complete as many projects pending as requested by the City Manager.

PROPOSAL CONDITIONS & INFORMATION

Proposals will be received by City of Dillingham until **4:00 p.m. on (date)**. All proposals must be submitted in a sealed envelope and have original signature and date. One (1) original and eight (8) copies of the proposal must be submitted to: City Clerk City of Dillingham (address). Please mark on lower left hand corner of envelope: "RFP-Grant Writing Services" Questions regarding this proposal must be submitted in writing **to (whom?)** at the above address or by fax (number) or email address (what address).

SPECIFICATIONS all responses to this proposal for services shall be submitted on your form.

A. Information to be provided by the Contractor

1. Provide an outline of your experience providing grant writing services, to include at a minimum the following: → Number of year's firm has been in existence. → Provide information on successful grant writing efforts including benefitting party, source, year of award, and dollar amount of grant award. → Provide a minimum of three (3) references from municipalities or other governmental entities for which you have provided grant writing services. Include the name of the Request for Proposals – Grant Writing Services organization, brief description of the project, name of contact person and daytime telephone number. Certificate of existing insurance detailing the extent of professional errors and omissions and commercial general liability, automobile, and workers compensation coverage. Village has specified levels in Appendix C (**do we need insurance for this**). Indicate from where grant related services will be conducted.
2. Identify individuals who will be assigned to work with Dillingham. Provide their background, directly related experiences and past successes.
3. Provide a detailed description of how your organization will perform the following grant writing services:
 - a. Funding needs analysis;

- b. Identification of appropriate grant resources;
- c. Grant preparation process;
- d. Grant review and approval process; and
- e. Detailed time frame of whole process (a through d)

4. Detail the basis of compensation for services. Fee basis should be an all-inclusive, e.g. a base stipend and percentage or grant compensation (% of grant share for administration) upon successful award. You must provide a detailed price breakdown including fees itemized for the following staff:

- A) Senior staff;
- B) Professional staff;
- C) Clerical staff; and
- D) Overhead.

Evaluation Criteria Proposals will be evaluated on the following criteria: - Demonstrated knowledge of sources of grant funds available to municipal government; - Demonstrated proficiency in obtaining funds; - **Demonstrated capability of grant management and completion** (do we want them to manage the grants?); - Consultant's qualifications and experience; - Consultant's staff qualifications; - Plan provided by Consultant for services; - Adequacy of insurance coverage; - Cost of services; and - Relevancy of other information provided by Consultant .

Interviews:

Interviews may be scheduled with selected prospective consultants as soon as possible after the proposal opening, to permit further evaluation and to allow the City to inquire further into the Consultant's experience on similar projects, willingness to work closely with City staff, through understanding of the various aspects of the project, ability to maintain a tight schedule and complete the project on time, within budget and other pertinent matters.

Award Request for Proposals – Grant Writing Services

Award will be made to the Consultant that best meets City of Dillingham needs and requirements. All aspects of evaluation will be taken into consideration in awarding this contract. Cost of services will not be the final determination of most qualified, but will be considered as an element of the evaluation.

Services Requested/Consultant's Responsibilities

The following are typical services and/or items that successful Consultant will be required to provide to City of Dillingham, if it is awarded the Contract, and should be addressed in each Consultant's proposal.

1. Funding Needs Analysis – Work with City staff to facilitate meetings with City departments to assess the validity of current funding priority area, identify changes in funding priority areas, and identify new priority areas for funding.

2. Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City’s funding needs and priorities in the following general areas by way of illustration but not limitation:

- a. Community/economic development;
- b. Criminal Justice technology and equipment;
- c. Fire/emergency medical services technology and equipment;
- d. Public Safety manpower cost supplement;
- e. Housing Rehabilitation Programs; including purchase of foreclosed properties;
- f. Infrastructure construction and maintenance including water, sanitary sewer, and transportation related projects; g. Homeland security;
- h. Other government technology; and
- i. Records Management.

On a regular basis, not less than monthly provide City with summaries of potential funding opportunities. Summaries should include, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.

3. On-call Grant Research – In addition to the areas defined above, other areas may also be identified by the City throughout the duration of the contract. The scope of work includes researching grant opportunities identified by the City.

4. Grant Proposal Development – Provide general grant proposal writing services associated with the completion of grant applications on the behalf of City of Dillingham, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, is to be provided to City of Dillingham. Grant applications are generally approved by the City Council of Dillingham. The Council meets in regular session on the first Thursday of each month. If City Council approval is required, application materials shall be provided to the City Manager’s office not later than the Wednesday before the meeting.

5. Program and Administration Delivery – Contractor will be required to provide grant Request for Proposals – Grant Writing Services for administrative services; including accounting, filing update reports, and recommending payments of grant proceeds to the City.

6. Monthly Reports – the successful Consultant shall submit monthly reports to the City summarizing the activities undertaken during the previous month.

7. Contractor to sign the attached contract for professional services if awarded the contract to be signed prior to City Council approval

City’s Responsibilities

1. The City will reimburse the successful Consultant for expenses incurred on behalf of the City pursuant to the agreed upon compensation plan.

2. Unless the consultant has alternate accommodations, the City will furnish office space, office furniture and equipment, telephone and office supplies for use by the Consultant while in Dillingham.