



# **Request for Qualifications**

## **On-Call Grant Writing Services**

Release Date: 8-9-18

Deadline for Submittal  
3:00 pm on August 27, 2018

City of Richmond  
Finance Department

## **1. Introduction**

The City of Richmond is soliciting proposals from qualified firms or individuals to provide “on-call” as-needed, professional grant writing services. The City intends to select one or several qualified grant writer(s) to assist in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications.

Grants will provide:

- Funding that helps the Department reach its goals
- Funding opportunities for activities that would otherwise be financed by the General Fund
- Funds to cover one-time costs versus ongoing operational costs
- Funding opportunities the Department would not be able to respond to in a timely manner due to lack of staff or workload restraints
- Funding for collaborative efforts with multiple departments, agencies, community based organizations and/or other jurisdictions and
- Opportunities to leverage significant additional resources

The service contract will remain in effect for three years, in an amount not to exceed \$300,000 over the three year period. The contract may also have an option to renew for two years by means of mutual agreement of both parties.

## **2. Scope of Services**

The Grant Writer will provide prompt professional grant writing services, on an “on-call”, as needed, basis for all assigned projects. Assistance includes but is not limited to:

- Developing overall grant outline; working with appropriate Department staff and team to determine writing assignments, including providing a prediction of how much City staff time you expect will be needed at the beginning of each project
- Providing the Department project manager with a list of stakeholders that you would need to contact and any relevant information required
- Taking the lead in scheduling meetings, bringing together stakeholders and obtaining relevant information from multiple stakeholders
- Ensuring that all required components of proposal are included in submission, ensuring adherence to grant evaluation criteria
- Providing budget guidance and justifications in alignment with City policies and personnel guidelines and in conformance with grant solicitation requirements
- Editing draft proposals for consistency of messaging, ensuring integration of grant requirements and succinctness prior to Department final review and submittal to funder

- Organizing facts, data, statistics and narrative collected and written as part of assigned projects and making those items available to the Department for future use and
- Regularly providing the Department with grant forecast and timely suggestions of which grants to pursue based on the priorities of the City and other City needs, interest, and capacity

### **3. Experience and Qualifications**

Please include the following information with your proposal:

- Vendor Cover Letter - A cover letter, should summarize key elements of the proposal and shall contain:
  - Names of principals
  - Total number of years in business
  - Confirm that all elements of this RFQ have been reviewed and understood
  - Include a statement of intent to perform the services as outlined;
  - Express company's willingness to enter into an agreement under the terms and conditions prescribed by this RFQ, insurance requirements (Attachment 2) and in the sample Service Agreement (Attachment 1)
  - Indicate the address and telephone number of the vendor's office located nearest to Richmond, California and the office from which the project will be managed.
  - Stipulate that the proposal price will be valid for a period of at least 180 days.
  - Identify a single person for contact during the RFQ review process and
  - Cover letter shall be signed by an authorized official of the company
- Describe qualifications and relevant related experience of each employee who will provide technical assistance
- Provide examples of five (5) grant writing services to public agencies and indicate whether the grant was awarded
- Names and current phone numbers of three (3) recent references that can comment on work quality and performance. References may be contacted as part of the selection process

Information provided shall include:

- a) Client Name and contact info
    - Telephone & e-mail address
    - Address
  - b) Description of services provided including contract amount
  - c) Project start and end dates
- Any specialty area of expertise (e.g. worked extensively with certain federal or state agencies)

- Provide documentation demonstrating a minimum of three (3) years of grant writing experience in municipal or government writing
- Describe the firm's involvement and affiliation with professional associations directly involved in supporting grant writers or grant writing firms

#### **4. Methodology and Approach to Work**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFQ. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFQ; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Services.

#### **5. Pricing**

Include a cost proposal containing:

- The schedule of costs and fees with current fee schedules, personnel wage rate sheets and other costs. Be thorough and specific, as this will form the basis for negotiation of any contract for services that may be presented by the City.
- Specific hourly rates for each class of employee/specialist
- Services priced by task or deliverables (if applicable)
- Requested expenses

#### **6. Evaluation and Selection Process**

All proposals shall be reviewed to verify that the Respondent has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions of the Service Agreement, will be eliminated from

further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Richmond personnel.

The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

### **The Proposal/Methodology and Approach to Work – 20%**

The proposer's responsiveness to the RFQ including completeness and thoroughness of proposal. This category will also evaluate:

- Ability to provide services as outlined in the RFQ.
- Approach to work and proposed methodology to project scope
- Demonstrated knowledge of the work required
- Explanation of the Project or services required
- Innovative approaches and internal measures for timely completion of Project
- The Grant Writer's approach to managing a project along with the process for engaging a proposal team and preparing a proposal as well as other engagement with the Department and relevant stakeholders;

### **Experience/Past Performance/References – 20%**

Consideration will be given based upon the firm's experience to successfully produce complete, competitive federal, state, and foundation grant applications, including by electronic or online application processes, years in business, past and current client references; technical expertise and professional competence in areas directly related to this RFQ; number of years of experience in performing similar work.

### **Project Team – 20%**

Respondent should demonstrate that all key personnel have been successfully involved with projects of similar scope and magnitude. This category will evaluate the firm's:

- Experience and expertise of the team on relevant projects. Specialized experience, along with the ability to manage, control and to schedule concurrent projects for multiple clients.
- Qualifications and relevant individual experience
- Unique qualification of key personnel

### **Proposer Qualifications – 20%**

To determine the degree of responsibility to be credited to the Respondent, the City will weigh the evidence that the Respondent has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress, in addition to:

- The Grant Writer's writing samples including but not limited to: quality, cohesiveness, persuasiveness, compelling nature, succinctness, logic, ease of comprehension, attention to detail, and correct and meaningful use of facts and statistics;
- The Grant Writer's ability to complete complex or tedious tasks, as demonstrated in their proposal.

## **Cost Proposal – 20%**

### **7. Questions Concerning Request for Qualifications**

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 1:00pm PST, on August 20, 2018. If the City finds it necessary to issue an addendum, prospective Offerors will receive e-mail notification of addendum. Otherwise, answers to questions received will be provided on the Q&A tab and notification will be sent by August 21, 2018. It is the proposer's responsibility to periodically check the BidsOnline website [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids) for any possible Addenda to the RFQ that may have been posted.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact) or agent regarding the RFQ. Any party attempting to influence or circumvent the RFQ submittal, and review process may have their proposal rejected for violating this provision of the RFQ.

Interested parties may download copies of the above mentioned proposal by visiting the City's web site, [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids). To download RFQ, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFQ.

### **8. Guidelines for Proposal**

These guidelines are provided for standardizing the preparation and submission of proposals by Proposers. The intent of these guidelines is to assist Proposers in their preparation and to simplify the review process for the City. Proposals shall be limited to 20 double-sided pages, submitted on 8-1/2" x 11" paper with easy to read font size and style. Proposals must be typewritten. Proposals must be easily reproducible on a standard copying machine.

One signed original and four (4) hardcopies of the proposal along with one (1) copy on a disc/flash drive should be submitted to the City by 3:00 pm on August

27, 2018. Postmarks do not apply for meeting this deadline. Proposals will not be accepted by fax or email. Proposals shall be submitted in a sealed envelope clearly marked as follows:

City of Richmond, Finance Department  
Attention: Ofelia Alvarez  
450 Civic Center Plaza, 1<sup>st</sup> Floor  
Richmond, CA 94804

1. Name of proposer
2. Project title

## **9. Late Proposals**

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Proposers assume responsibility for timely submissions of its proposal.

## **10. Withdrawal or Modification of Proposals**

Any proposal submitted prior to the May 10<sup>th</sup> deadline may be withdrawn or modified by a written request signed by the Proposer and received by Ofelia Alvarez.

## **11. Proposal Acceptance and Rejection**

Proposals will only be considered from Proposers that normally engage in providing the types of services specified herein. Proposers awarded a contract will be expected to obtain a City of Richmond business license. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to accept any proposal or reject any and all proposals if said rejection is deemed in the best interest of the City.

## **12. Standard Contract and Insurance**

Attached is a sample City of Richmond Standard Contract Agreement (Attachment 1). Please note the City Attorney's Office is typically not inclined to make any revisions to the standard agreement.

Proposers shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of any contract with the City required policies of insurance. Attached is the City of Richmond's Insurance Requirements for grant writing services (Attachment 2).

### **13. Public Records**

All proposals submitted in response to this RFP become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the City of Richmond and marked as "confidential" will be treated as a trade secret.

### **14. Compliance with City Ordinances**

The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance ([Richmond Municipal Code \(RMC\) Chapter 2.28](#)), Business Opportunity Ordinance ([RMC Chapter 2.50](#)), Local Employment Program Ordinance ([RMC Chapter 2.56](#)), Living Wage Ordinance ([RMC Chapter 2.60](#)) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications ("Ban the Box") ([RMC Chapter 2.65](#)), which are incorporated into the Contract Documents by this reference.

### **15. Award**

When the Review Panel has completed its work, City staff will then recommend the list of Grant Writers to the City Manager and City Council for approval. The services provided by the successful bidder shall be governed by a Standard Services Agreement (Attachment 1).