



REQUEST FOR PROPOSALS RFP 2021-04 Grant Writing Services

The City of Dillingham is soliciting sealed proposals to provide grant writing services, to include assisting with researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications. The selected firm or individual will enter into a one (1) year contract.

Proposal documents can be found at: <https://www.dillinghamak.us/rfps>.

Inquiries should be sent to Chris Hladick, Interim City Manager at 907-842-5148 or via email at manager@dillinghamak.us.

Proposal deadline is 4:00 p.m., Thursday, December 9, 2021. A contract to award will be authorized at a subsequent City Council meeting.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on Thursday, December 9, 2021. Submissions must include three (3) printed copies of the following required proposal content (see below for full details on each):

1. Letter of Transmittal
2. References
3. Scope of Work
4. Cost of Services

Please mark the envelope to identify the project: **RFP 2021-04 Grant Writing Services.**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City of Dillingham – Planning Department
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Return the following attachments to the City of Dillingham by the due date:

1. Letter of Transmittal
2. References
3. Scope of Work
4. Cost of Services

Electronic and faxed proposals will not be accepted.

Required Proposal Content

Return the following proposal content (submission must include three (3) printed copies) to the City of Dillingham by the due date:

1. Letter of Transmittal

The letter of transmittal must contain the following statements and information, but no more than three (3) pages in length:

General Information

- Name, title, physical and mailing addresses, e-mail address and phone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- Federal & State taxpayer ID number of the firm or individual.
- Provide general consultant information including length of time in business of providing proposed services.
- Provide the total number of current clients, including public sector clients.
- Provide the number of full-time personnel that will be assigned to this work and include their resumes as an attachment.
- Provide location of headquarters and any field offices.
- A statement which indicates "proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract that is negotiated with the City.

Services

- 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).
- State the location from where the services will be performed.
- Provide information on successful grant writing efforts including benefitting party, source, year of award, and dollar amount of grant award.
- The letter must be signed by the corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

2. References

References shall be no more than one (1) page in length:

- Provide name, title, address, email address, and telephone numbers of three references for Alaska clients whom you have provided similar services, and a brief description of successful grants written. Please provide information referencing actual services provided, and the length of tenure providing the services to these clients.

3. Scope of Work

Describe in sufficient detail, experience providing the following service requirements and how you would deliver on these requirements for the City of Dillingham. The scope of work shall be no more than seven (7) pages in length:

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.

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, including but not limited to, the following general areas:
 - 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.

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.

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.

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.

Monthly Reports

- The successful Consultant shall submit monthly reports to the City summarizing the activities undertaken during the previous month.

On-Site Service Delivery

- The successful Consultant will be available to visit Dillingham on an as needed basis in order to carry out service delivery. Travel expenses will be reimbursed up to a Not-To-Exceed value specified in the contract.

4. Cost of Services

The Cost of Services shall be no more than one (1) page in length:

- 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 using 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;
- Consultant's qualifications and experience;
- Consultant's staff qualifications;
- Plan provided by Consultant for services;
- Adequacy of insurance coverage;
- Cost of services;
- Relevancy of other information provided by Consultant.

Interviews may be scheduled with selected prospective consultants as soon as possible after the proposal deadline, 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, thorough 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 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.

Proof of Insurance and Licensing

Responding proposers will be required to provide the following prior to "Notice of Award":

- Copy of 2021 City of Dillingham Business License;
- Current State of Alaska Business License;
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees;
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars;
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$500,000) dollars per occurrence combined single limit bodily injury and property damage.
- Proof of professional errors and omissions coverage.

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a proposal, as long as they meet the minimum State requirements for operating as an owner operator.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

****The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.****

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A proposal/bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The proposer agrees to allow the City at least 90 days from the RFP close date to enter into a contract with the selected proposer for the price offered by the proposer.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.