

Original



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2019.00-



## Request for Proposal

For

## Grant Writing Services

#1718-7500-1

Submitted  
August 8, 2017

[www.californiaconsulting.org](http://www.californiaconsulting.org)

214 Main Street, Suite 102  
El Segundo, CA 90245

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## Cover Letter/Introduction

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August 8, 2017

Central Unified School District  
Attn: Tatum Tostc, Purchasing/Warehouse Manager  
4605 N. Polk  
Fresno, CA 93722

Dear Central USD,

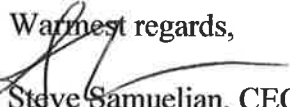
California Consulting, LLC is pleased to provide this response to the Request for Proposals for the Provision of Grant Writing Services and to introduce our services to the Central USD. Municipalities, School Districts, Nonprofit Organizations, and our Private Sector clients have realized grants are a source of revenue that can be used for targeted projects, thereby preserving general funds and/or special funds to be used elsewhere.

Since inception in 2004, California Consulting has developed an expertise in representing public agencies, private companies, and non-profit organizations. California Consulting has a proven track record of writing successful grant applications, writing over 810 successful grant applications totaling over \$195 million for our clients. California Consulting is the largest grant writing firm in California.

We have secured over \$1.5 billion for our clients since inception through grant writing and governmental affairs efforts combined. California Consulting continues to grow and the majority of our new clients come from referrals from existing clients. We have built this solid reputation by effectively communicating with our clients and working hard for them. Our aggressive, hard-working, and results-oriented style has translated into millions of dollars for our clients. Our grant writers are diligent and stay current on every Federal, State, Private Foundation, and Local grants available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks, transportation, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

The contact person for questions regarding this response is Dan Rodriguez, Director of Operations. He may be reached at (559) 244-0801 or via email at [dan@californiaconsulting.org](mailto:dan@californiaconsulting.org). The person authorized to bind the firm in contract is Steve Samuelian, CEO. He may be reached at (323) 728-9002 or via email at [steve@californiaconsulting.org](mailto:steve@californiaconsulting.org). We look forward to sharing with Central USD what we can do to help you achieve your funding goals.

Warmest regards,



Steve Samuelian, CEO  
214 Main Street, Suite 102  
El Segundo, CA 90245

# Proposal Description

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## *Qualifications of the Firm*

Founded in 2004, California Consulting, LLC has offices in Northern, Central, and Southern California. We currently have approximately over 80 clients statewide consisting of 30 school districts, 40 cities, and several nonprofit, and private sector clients that we provide grant writing services to. We have 30 members of our team from Chico in the North, to Los Angeles in the South that provide and maintain client's accounts. California Consulting continues to grow and the majority of our new clients come from referrals from existing clients. We have built this solid reputation by effectively communicating with our clients and working hard for them. California Consulting, LLC is the largest grant writing firm in California. We have secured over \$1.5 billion for our clients since inception through grant writing and governmental affairs efforts combined. The California Consulting team boasts over 20 grant writers.

California Consulting is a full service grant writing firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion and follow through after the grant has been submitted to determine the status of the grant. California Consulting subscribes to a wide range of grant sites that allows us to track current and upcoming grants in order to let our client's know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released.

Through years of experience our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. Our aggressive, hard-working, and results-oriented style has translated into millions of dollars for our clients. Our grant writers are diligent and stay current on every Federal, State, and private foundation grant available on a myriad of different topics and public policy areas. We have written over 810 successful grant applications totaling over \$195 million for our clients.

California Consulting, LLC is the leader in the grant writing and advocacy industry. We have set the standard for:

1. Thorough knowledge of policy and grant writing expertise usually reserved for large, national firms.
2. Hands on approach by the Owner, Steve Samuelian, on strategic planning and client care.
3. Grant advocacy for each client.
4. Collaborative team approach to grant writing for every client.



California Consulting staff is experienced in all facets of grant research, grant writing, and grant management. We have a thorough understanding of our client's needs through open and continual communication. Our grant writers have over 75 years of grant writing experience combined. California Consulting, LLC works collaboratively with our clients to create a strategy identifying funding opportunities that align with the client's needs, whether it's at the Federal, State, or Private Foundation level.

California Consulting Staff meets personally with clients to conduct needs assessment at the outset of the contract in order to identify the client goals. We are extensively experienced and very capable of arranging and attending any meetings on behalf of the Client. The California Consulting staff members assigned to Central USD will be the main points of contact. They will meet with the Client immediately and continue to meet with the District Staff monthly to ensure an accurate and quality work product. As well, California Consulting will submit a monthly report on the first day of each month to the Client. This report will outline all activities conducted by California Consulting for Central USD during the prior month.

### Experience

California Consulting is a full service grant writing firm and will provide Central USD with Grant Writing Services. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, and conducting follow through after the grant has been submitted to determine the status of the grant.

California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit the client's needs.

1. **Needs Assessment:** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager and the Project Manager meets with the client regularly on an ongoing basis. This relationship building is the key to keeping the grants consistent with the client's overall goals.

#### Sample questions asked during the Needs Assessment:

- a) List and describe any program initiatives or priority projects.
- b) What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
- c) List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
- d) List past grants that have been funded.
- e) List past grant applications you would like to revise and submit again.

- The Client will provide an established point of contact for California Consulting grant writer(s) to contact regarding the grant.
  - California Consulting will have reasonable access to the required information and documentation required to complete the grant on behalf of the Client.
  - The Client will provide the required information and documentation in a timely manner in order for California Consulting to submit the grant by deadline.
  - California Consulting will provide a monthly report listing the Grant Opportunities we recommend for the Client based on the input from the Client through ongoing communication.
  - At the discretion of the Client, we will present a report to the School Board once per quarter, or as often as requested by the Client. The report will provide an update on grants written, grant in progress, and provide the Board Members an opportunity to offer their input on the direction of the grant research and identification conducted.
  - We will provide the Client monthly reports on grants written, grants in progress along with upcoming grant opportunities.
  - We will provide training to Client Staff in preparation of successful grant proposals and applications.
2. **Grant Research and Identification:** Our Project Manager's conduct thorough research on an ongoing basis. We track current and upcoming grants in order to let our client's know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting provides our clients with a Grant Activity Report each month detailing the grants available, grants in progress and grants submitted. Our Grant Writers provide our clients with available grant opportunities on an ongoing basis.
3. **Grant Preparation Process:** We take your thoughts and ideas and make them a reality. By learning about your history, your needs and how the award will positively impact the Client, we are able to communicate that information with a clear and concise grant package to get the agency's attention.

When your staff and California Consulting agree to develop a grant proposal, we will develop a checklist and schedule. The checklist and schedule will include what items the Client will be responsible for and when we will need them submitted to our office. The only reason the Client will have to be involved in the grant preparation process is when the required information is information we don't have access to. California Consulting retains copies of all grants we've submitted. If a similar grant application was previously approved, we will use this application as a guide when creating your application.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
- b. Ensure the proposed project meets the grant agency's requirements
- c. Review similar successful grant applications and apply where possible

- d. Collect information on the project
  - e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
  - f. Obtain letters of support when necessary
  - g. Draft proposals and send to staff for review
  - h. Incorporate staff edits in final drafts
  - i. Submit completed application timely
  - j. Monitor funding agency until grant awards are announced
4. **Grant Review and Approval Process:** We conduct an internal quality assurance process to ensure the best quality product is submitted.
  5. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. Everyone is on the same page and we know what needs to be done and when so there is no scrambling at the last minute.
  6. **Grant Administration:** Some grants require post award compliance, reporting and administration. California Consulting will prepare required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to the Client). When grant dollars from the grant are not available for administration, reporting and evaluation purposes we will provide these services at no cost to the Client.
  7. **Progress Reporting:** California Consulting will prepare a monthly report for the Client reflecting grants in progress, grants submitted, and grants awarded. This will provide the Client with a clear return on investment. Our staff is more than happy to present this information to the School Board as requested by the Client.
  8. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We have been successful in this area due to our thorough quality assurance measures. Our Grant Managers conduct group meetings with all Project Managers twice each month. In addition, our Grant Managers meet individually with each Project Manager twice per month to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers not only review the grant application at each level of completion, they review the final product prior to submission. This ensures the best quality product prior to final submission.
  9. **Potential Special Issues or Problems:** Below is a list of expected or anticipated difficulties and recommendations on how to overcome them:

Providing Matching Funds:

Many granting agencies have a matching funds requirement. This can be an obstacle when trying to secure funding for agency with limited available funds. In order to overcome this obstacle, it is important to provide the client with other available funding

sources for the proposed project. This may include the use of other grant monies, tax credits, low interest loans, and private sector financing.

#### Grant Management:

Many times awarded agencies do not have the staffing available to manage the grant reporting and project reporting to maintain the grant. If the agency doesn't have staff available, it is important to partner with an outside reporting agency, contract with a grant management professional, or consider budgeting for additional staffing to manage grants funds and/or attended grant management workshops.

#### Signatures/Resolutions:

Managers and department heads are busy, and may inadvertently cause delays in the application process. Agency management should be aware of the need for signatures and resolutions to be done in timely fashion to ensure a competitive application is submitted on time.

#### Inter-agency Agreements/MOUs:

Granting agencies often require evidence of support through interagency agreements, MOUs, and letters of support. Whenever possible, the lead agency should notify other agencies and organization of the project proposal and give them time to provide support material.

#### Evidence of Community Input:

Community development grants will require evidence and support of a need within a community. Granting agencies may require records of public meetings, how they were conducted, how many people were present, notification strategies, recording, draft reviews, and process to final document. The lead agency must assign a staff member to coordinate public meetings, take pictures, and record necessary data.

#### Technical Data:

A project narrative often requires the expert knowledge of an engineer, planner, health official, or any other person possessing technical expertise. Staff should be aware of the need to gather information from them. This may require scheduled meetings, emails, and phone calls to provide an explanation of the data. It is important for management to create a "cooperative attitude" among staff members to assist the grant writing firm in order to produce the best opportunity for funding.

### *Qualification of Individuals Responsible for the Contract*

#### **Management Team**

**Steve Samuelian**, owner of California Consulting, LLC has held various leadership posts during a career spanning almost 35 years. He began as a volunteer for a political campaign and



founded a political foundation where he served as president in high school and college. Steve graduated from California State Polytechnic University at Pomona with a degree in Political Science. In January 1995, he was appointed as Field Director for a U.S. Congressman. He was later promoted to District Director overseeing the 19<sup>th</sup> Congressional District Office staff and District operations for the Congressman, where he served in this capacity for 8 years. Steve served on the board of a Chamber of Commerce, on the board of Crime Stoppers, and on the board of a County United Way. A tireless worker for Armenian-American issues nationwide, Steve has traveled twice to Armenia. He traveled as an international election observer as part of the Office Organization of Security and Cooperation in Europe (OSCE) delegation to observe the adoption of Armenia's first Constitution. His election observation report was later filed in the US Congress Congressional Record. In 2002, Steve was elected to the California State Assembly representing the 29<sup>th</sup> Assembly District. He was appointed to the Assembly Appropriations Committee by the Speaker and served as the Vice-Chairman of the Assembly Elections and Redistricting Committee. Currently Steve is the Co-Chair of the USC Unruh Institute Ambassador Program <http://dornsife.usc.edu/unruh/ambassador-press-release/> and is elected to the Board of Directors of the L.A. County Business Federation (BizFed) where he is an elected Executive Committee Member serving as an Officer for one of the largest business organizations in the U.S. Steve has been the keynote speaker, a panelist and has participated in many forums, conferences, and events throughout California. He has been a guest speaker for League of Cities division meetings, Contract Cities, and other municipal and education groups. He has been interviewed by local, State and National Television, Radio and Newspaper outlets on a variety of issues related to local government and education.

**Holly Bachman** is the Statewide Senior Director. Her responsibilities include overseeing client relations and business development throughout California. Holly has over 16 years of marketing, PR, events and business development. Her experiences include serving as a Membership Consultant and Co-Chair of LA Area Chamber of Commerce's new nonprofit council where she assists in growing membership and consults with various sized businesses and organizations in the greater community. Holly received her B.A. in Sociology/Social Psychology from the University of Minnesota. Holly believes in the importance of giving back to the community through mentoring and organizing various local and national events that promote identity, diversity, and unity. Holly is also a member of the Beverly Hills Chamber of Commerce, Los Angeles Football Club (LAFC), and University of Minnesota Alumni Association.

### *Resumes of Grant Writers*

#### **Grant Writing Team**

At California Consulting, we operate using a collaborative approach to grant writing. All individuals listed below are highly successful grant writers with an excellent track record. Tristan Shamp, our Statewide Grants Manager, along with Danielle Sotelo, Deputy Grant Manager, will oversee all grant writing efforts for Central USD and will assist whenever necessary.

**Tristan Shamp** is our Statewide Grant Manager. Tristan joined California Consulting in June 2009 and has written over 230 grants earning over \$15 million in grant awards for our clients. He earned his Bachelor of Art's degree in History from the University of California Los Angeles in 2005, Summa Cum Laude and has completed his Master of Arts degree in History at California State University Fresno in 2009, also Suma Cum Laude. Tristan has taught credited courses at CSU Fresno and has worked as a writing tutor and supplemental history instructor at Fresno City College. Tristan has completed the Grant Writing & Management Program through CSU Fresno in October 2010 and holds a professional certification in grant writing and program management.

**Danielle Sotelo** is our Deputy Statewide Grants Manager and assists with keeping our grant program running smoothly. Danielle has been with California Consulting for 8 years. She has constructed almost 270 federal, state and private foundation grants for school districts, cities and non-profit organizations. Danielle is directly responsible for writing and submitting grants that has resulted in over \$7 million in awarded grants for our clients. She has administered state and federal grants to meet all reporting requirements. Danielle earned her Bachelor of Arts degree in International Relations with an emphasis in Political Science and a minor in Philosophy from Pepperdine University. She has worked in the office of a U.S. Congressman, has worked in Washington D.C. for the Guatemala Human Rights Commission, and has taught at San Joaquin Valley College in Fresno.

**-Ann Vermel** is a Project Manager in Central California. Ann is an executive coach and professional writer serving the Community Benefit sector. She has extensive experience in development and executive management of nonprofit organizations, with special emphasis on the arts, higher education and community service organizations. Her background includes service as Executive Director of the Rhode Island State Council on the Arts, Artistic Administrator at the San Francisco Opera and Director of Development for the General Libraries at the University of California Berkeley, Director of Corporate and Foundation Relations for Menlo College and Director of Development for De Anza College. She was a founding officer of the National Assembly of State Arts Agencies, and has served as a grants reader for the National Endowment for the Arts, the National Endowment for the Humanities, the Department of Justice. Since returning to the Central Valley, she has worked with a broad cross section of the Valley's community service organizations. As a development professional and consultant her leadership has raised more than \$72 million for her clients. Ann has a BA from Barnard College and an MFA from California State University Fresno. She has a Certificate in Arts Administration from the Harvard Graduate School of Business and is retired as a Certified Fund Raising Executive. She is currently a fellow of Creating the Future. She lives in Fresno, California.

**Brian Royer** is a Project Manager in Central California. He received his Juris Doctor from Vermont Law School with an emphasis on federal resource law and Native American legal studies. Mr. Royer's interest in resource law began at an early age through a seasonal backcountry internship with the California Conservation Corps, building trails in Kings Canyon National Park, which subsequently turned into a 14-year career with the National Park Service and US Forest Service agencies. Mr. Royer graduated from Vermont Law School with a strong focus in federal resource law. He clerked for the US Department of Interior in Santa Fe, New Mexico, providing

legal analysis for senior staff on issues pertaining to the National Environmental Policy Act, National Historic Preservation Act, and the Federal Torts Claim Act. He also served as a student clinician with the school's Indian Country Environmental Justice Clinic. After returning to California, Mr. Royer worked in the private sector as a legal regulatory consultant while furthering his grant writing experience with federal and state agencies.

**Dana Leusch**, is a Project Manager. Dana joined our team in 2012. Dana has more than 15 years of experience in grant writing for non-profit organizations and freelance writing and reporting for newspapers and magazines. As development coordinator for an organization in the Rocky Mountains serving at-risk youth, her successful grant writing and fundraising led to the creation of a home for at-risk and homeless adolescent girls, which has since housed hundreds of teens in need. Dana has written over 75 competitive federal, state, and private foundation applications. Dana earned her Bachelor of Arts degree in history from the University of California, Santa Barbara, and a Master's degree in women's history from the University of Montana.

## Grant Award Examples

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Below is a sample of five (5) successful grant awards that California Consulting Staff have written and been awarded that align with Central USD.

1. Grant Name: Learning Communities for School Success Program  
Granting Agency: California Department of Education  
Award Amount: \$1,544,723  
Award Date: June 2017  
Client Name: Coachella Valley Unified School District  
Contact Information: Bea Gonzalez, ASES District Coordinator  
(760) 848-1005  
[bgonzalez@cvusd.us](mailto:bgonzalez@cvusd.us)
  
2. Grant Name: Tire Derived Product Grant  
Granting Agency: Cal Recycle  
Award Amount: \$126,894  
Award Date: June 2017  
Client Name: Santa Paula Unified School District  
Contact Information: Alfonso Gamino, Superintendent  
(909) 381-1240  
[agamino@spesd.org](mailto:agamino@spesd.org)
  
3. Grant Name: CA State Preschool Program Expansion  
Granting Agency: California Department of Education  
Award Amount: \$741,410  
Award Date: April 2017  
Client Name: Azusa Unified School District  
Contact Information: Linda Kaminski, Superintendent  
(626) 967-6211  
[lkaminski@azusa.org](mailto:lkaminski@azusa.org)



4. Grant Name: California Math and Science Partnership (CaMSP)  
Granting Agency: California Department of Education  
Award Amount: \$1,500,000  
Award Date: June 2015  
Client Name: Whittier City School District  
Contact Information: Dr. Ron Carruth, Superintendent  
(562) 789-3068  
[rcarruth@whittiercity.net](mailto:rcarruth@whittiercity.net)
  
5. Grant Name: Innovative Approaches to Literacy  
Granting Agency: U.S. Department of Education  
Award Amount: \$592,811  
Award Date: September 2014  
Client Name: Earlimart School District  
Contact Information: Philip Nystrom, Superintendent  
(661) 849-3386  
[pnystrom@earlimart.org](mailto:pnystrom@earlimart.org)

## References

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Below is a list of references with services similar in scope to this proposal and that are also current clients of California Consulting. California Consulting is privileged to have clients that are our references. California Consulting provides complete Grant Writing Services to each client.

1. **Azusa Unified School District**  
Dr. Linda Kaminski, Superintendent  
546 S Citrus Ave  
Azusa, CA 91702  
(626) 967-6211  
[lkaminski@azusa.org](mailto:lkaminski@azusa.org)
2. **Whittier City School District**  
Dr. Ron Carruth, Superintendent  
7211 Whittier Ave  
Whittier, CA 90602  
(562) 789-3000  
[rcarruth@whittiercity.net](mailto:rcarruth@whittiercity.net)
3. **Mendota Unified School District**  
Dr. Paul Lopez, Superintendent  
115 McCabe Avenue  
Mendota, CA 93640  
(559) 655-4942 x102  
[plopez@mendotaschools.org](mailto:plopez@mendotaschools.org)
4. **City of Newman**  
Michael Holland, City Manager  
938 Fresno Street  
Newman, CA 95360  
(209) 862-3725  
[mholland@cityofnewman.com](mailto:mholland@cityofnewman.com)
5. **City of Waterford**  
Tim Ogden, City Administrator/Manager  
101 E. Street  
Waterford, CA 95386  
(909) 931-4102  
[togden@cityofwaterford.org](mailto:togden@cityofwaterford.org)

# Pricing Options and Reimbursements

California Consulting offers several different pricing options for Grant Writing Services for Central Unified School District. This pricing includes services for grant research, grant identification, grant writing, and post award administration.

1. Needs Assessment and Funding Analysis Only
2. Per Grant Option
3. Monthly Retainer Option
4. Hourly Rate Option
5. Cost Breakdown for Reimbursable

## **1. Needs Assessment and Funding Analysis and Findings Report**

- California Consulting will conduct an in-depth Needs Assessment on-site in which all relevant District Staff involved with grants should be present to provide their input.
- Utilizing the information gathered, California Consulting will prioritize the needs established and conduct thorough research identifying available funding opportunities.
- Within 14 business days of the Needs Assessment, California Consulting will provide the District with an in-depth report summarizing and prioritizing funding needs identified. The report will provide current and future funding opportunities available that meet Central Unified School District's needs.

For the initial Needs Assessment and Report, we propose a flat rate of \$2,500, plus reimbursement of out of pocket expenses.

## **2. Per Grant Option**

California Consulting can offer a Per Grant Option plus reimbursement of out of pocket expenses. Grant research, grant identification, and grant administration can be provided at an hourly rate of \$95.00. The following is a breakdown of cost per grant:

Grant Amount	Cost
Up to \$10,000	\$1,000
\$10,001 - \$50,000	\$3,000
\$50,001 - \$100,000	\$4,000
\$100,001 - \$250,000	\$6,000
*Over \$250,000	\$8,000 - \$12,000

*\*Cost will be determined based on complexity of grant preparation for grants exceeding \$250,000*

### **3. Monthly Retainer Option**

California Consulting's monthly retainer includes the following services:

<b>Task</b>	<b>Included in Price</b>
Meet with Client Staff to ascertain needs and goals	√
Conduct background research as requested by Client	√
Provide advice on best grants for Client to pursue based on project and grant requirements and guidelines	√
Attend meetings in person or by teleconference as necessary	√
Develop schedule for grants chosen by Client	√
Preparing and writing all grant applications chosen by Client	√
Develop evaluation strategies in accordance with funding agency's instructions	√
Adhere to decisions made by Client relating to grants	√
Write all sections of grant applications and proposals	√
Draft and finalize grant language with direction of Client	√
Ensure timelines for grant submittal are met	√
Monthly reports to include grants in progress, grants submitted and grants awarded	√
Regular communication via email and/or phone regarding upcoming grant opportunities	√
Grant administration and post award compliance as needed	√

We propose a flat monthly rate of **\$4,000.00**, plus reimbursement of out of pocket expenses for services explained above.

### **4. Hourly Rate Option**

California Consulting can offer the above services for Central Unified School District at the rate of \$95 per hour plus reimbursement of out of pocket expenses.

If the District elects the Hourly Rate Option, California Consulting will provide the District with a "not to exceed" amount for any research requests and writing for grants the District elects to pursue.



## **5. Cost Breakdown for Reimbursable**

All expenses to be reimbursed are actual expenses incurred for the grant writing services. Such expenses may include mileage, copies, costs associated with binding (if required by grant agency), postage, overnight courier expenses, and conference calls. If awarded the contract, any expenses, or expenses over a specific amount can require preapproval by Central Unified School District. California Consulting will include a breakdown of all expenses incurred along with receipts with monthly invoice.

<b>Reimbursable Expenses</b>	<b>Rate</b>
Mileage (Current IRS Rate)	\$0.535 per mile
Travel Expenses (Tolls, Lodging, etc.)	Cost
Copies	\$0.20 per page (Black/White) \$0.40 per page (Color)
Binding costs and office supplies for hard copies of grant applications (as required by granting agency)	Cost
Courier Service	Cost
Postage, Overnight Courier	Cost

Request for Proposal  
#1718-7500-1  
GRANT WRITING SERVICES

Non-Collusion Declaration

*IMPORTANT: This form must be returned with the Request for Proposal.*

Central Unified School District

State of California           )  
  ) ss. County of  
Fresno                            )

I, Steve Samuelian, CEO, being duly sworn, declare that I am

The Owner of California Consulting, LLC the party

making the foregoing bid, and that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true, and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this 4th day of August, 2017 at El Segundo, CA (City / State)



(Signature)

Request for Proposal  
#1718-7500-1  
GRANT WRITING SERVICES

List of References

*IMPORTANT: This form must be returned with the Request for Proposal.*

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Reference 1

Company Name: Azusa Unified School District

Address: 546 S. Citrus Avenue Azusa, CA 91762

Telephone Number: (626) 967-6211 Contact Person: Dr. Linda Kaminski

Description of Services Provided: Grant Writing Services

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Reference 2

Company Name: Whittier City School District

Address: 7211 Whittier Avenue Whittier, CA 90602

Telephone Number: (562) 789-3000 Contact Person: Dr. Ron Carruth

Description of Services Provided: Grant Writing Services

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Reference 3

Company Name: Mendota Unified School District

Address: 115 McCabe Avenue Mendota, CA 93640

Telephone Number: (559) 655-4942 x102 Contact Person: Dr. Paul Lopez

Description of Services Provided: Grant Writing Services

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Request for Proposal  
#1718-7500-1  
GRANT WRITING SERVICES

List of References

*IMPORTANT: This form must be returned with the Request for Proposal.*

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Reference 4

Company Name: City of Newman

Address: 938 Fresno Street Newman, CA 95360

Telephone Number: (209) 862-3725 Contact Person: Michael Holland

Description of Services Provided: Grant Writing Services

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Reference 5

Company Name: City of Waterford

Address: 101 E Street Waterford, CA 95386

Telephone Number: (909) 931-4102 Contact Person: Tim Ogden

Description of Services Provided: Grant Writing Services

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Reference 6

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

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Request for Proposal  
#1718-7500-1  
GRANT WRITING SERVICES

Addendum  
Acknowledgement

*IMPORTANT: This form must be returned with the Request for Proposal.*

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The undersigned acknowledges receipt of the following addendum to the Request for Proposal Grant Writing Services (Give number and date of each.)

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

Failure to submit acknowledgement of any addendum issued may be cause for rejection of proposal.

California Consulting, LLC

\_\_\_\_\_  
Company Name

 8/4/17  
\_\_\_\_\_  
Authorized Signature/Date