

CENTRAL UNIFIED SCHOOL DISTRICT

GRANT WRITING SERVICES

REQUEST FOR PROPOSAL # 1718-7500-1

Proposal documents may be obtained at Central Unified School District,
Business Office – 4605 N. Polk Fresno, CA 93722
Or at www.centralunified.org under Purchasing
Questions should be directed via email to
Tatum Toste, Purchasing / Warehouse Manager,
ttoste@centralusd.k12.ca.us

**Sealed proposals are due on or before August 8, 2017 at 2:00 PM
and delivered to Central Unified School District Business Office
at 4605 N. Polk Fresno, CA 93722**

ADVERTISEMENT

RFP# 1718-7500-1 GRANT WRITING SERVICES

Notice is hereby given that Central Unified School District will receive up to and not later than 2:00 PM local time on Tuesday, August 8, 2017 sealed proposals for Grant Writing Services.

Such Proposals shall be received at Central Unified School District, Business Office, 4605 N. Polk Fresno, CA 93722. Envelopes containing Proposals shall be sealed and clearly marked "RFP 1718-7500-1."

Each Proposal must conform and be fully responsive to this invitation.

No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered.

Proposals received after the scheduled submittal deadline will be returned unopened. Proposals must bear original signatures and figures.

The RFP is available on the District website at www.centralunified.org or may be obtained by contacting Tatum Toste via email at ttoste@centralusd.k12.ca.us or (559) 274-4700 x63112.

The District is not obligated to make an award and is not obligated to accept the lowest priced proposal, but will make any award in the best interest of the District after all factors have been evaluated.

The Board of Trustees reserves the right to accept or reject any or all proposals, alternate proposals, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any proposal received, and to be the sole judge of the responsibility of any proposer and of the suitability of the services offered. All Proposals shall be valid for one hundred twenty days (120) days after the Proposal submission.

Published 7/19/17 , 7/26/17

I. GENERAL BACKGROUND

Central Unified School District serves approximately 15,800 students in the area of west Fresno, CA. The District maintains thirteen K-6 schools, one K-8 school, three middle schools, one high school (with two campuses), an adult education program, a preschool program, one continuation high school, one independent study center and two community day schools.

II. SCOPE OF WORK

The selected Consultant will be responsible for providing the following services to the District:

1. **NEEDS ASSESSMENT AND FUNDING ANALYSIS** – Meet onsite with District leadership to review funding needs and priorities. Work with District staff to facilitate meetings with District departments to assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for funding.
2. **GRANT FUNDING RESEARCH AND IDENTIFICATION** – Conduct research to identify grant resources including, but not limited to, Federal, State, foundation, agencies and organizations that support the District's funding needs and priorities (emphasizing grants which require no "matching" funds), including, but not limited to:
 - a) Student Academic Achievement
 - b) District Security and Safety
 - c) Technology Development Programs
 - d) Social/Emotional Student wellbeing
 - e) Infrastructure Development and Maintenance
 - f) Transportation
3. **STRENGTH OF COMPETITIVENESS AND GENERAL ADVISORY** - Provide the District with grant application strength of competitiveness based on the District project and funding agency requirements and desirability. Provide general advisory regarding grants to pursue based on expertise. Clearly identify those grants requiring matching funds.
4. **CREATE GRANT TIMELINE** – Provide the District with a detailed checklist and schedule for each grant selected. The timeline and checklist shall provide District with clear understanding for which items the District is responsible and which are the responsibility of the Consultant.
5. **ON CALL GRANT RESEARCH** – In addition to the areas defined above, other areas may also be identified through the needs analysis process and throughout the duration of the contract. The scope of work may also include researching grant opportunities identified by the District.
6. **GRANT PROPOSAL DEVELOPMENT** – Provide general grant proposal writing services associated with the completion of grant applications on behalf of the District including the preparation of funding abstracts and production, and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the District.
7. **MONTHLY REPORTS** – The successful Consultant shall submit monthly reports to the District summarizing grants currently pending, grants in progress, grants proposed along with outcome, and a description of activities undertaken during the previous month to include in person and teleconference meetings.

8. GRANT ADMINISTRATION AND POST AWARD COMPLIANCE - Completing tasks (including but not limited to reports and budgets) for post-award administration and accountability in accordance with the grant terms, deadlines and requirements. Consultant shall be fully responsible for ensuring the District is in full compliance with all grant terms.

III. MINIMUM QUALIFICATIONS:

1. Excellent written and verbal communication skills.
2. Highly organized with the ability to manage prospect identification and evaluation.
3. Proficient in research, interpreting research and analyzing data.
4. Proven track record of successful grant writing results demonstrating a minimum of 300 approved federal, state or private foundation grant applications.
5. Consultant shall have a minimum of five (5) years of continuous experience in providing grant writing experience.
6. This RFP is for grant writing services only.

IV. GENERAL PROVISIONS:

Central Unified School District, a local education agency, existing under the laws of the State of California, is inviting proposals for Grant Writing Services.

1. ALTERATION OR VARIATION OF TERMS It is mutually understood and agreed that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.
2. ASSIGNABILITY The successful Proposer shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the successful Proposer assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this contract, nor claim for any money due or to become due hereunder, shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this contract or any part thereof, unless such assignment has been authorized by the written consent of the District.
3. PROPOSER AGREEMENT In compliance with this request for proposals, the selected Proposer will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.
4. COMPLIANCE WITH STATUTE The Proposer warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.
5. CONTRACT TERM The initial term of the contract shall be for 1 year and is renewable for up to four (4) additional years by mutual written agreement. The District may at any time terminate any contract awarded to the selected firm pursuant to this Request for Proposal (RFP). Such termination may be made, in whole or in part, for the convenience of the District or for the default of the firm, by giving the firm a written 30 (thirty) day Notice of Termination referencing the provision. Termination shall be effective in 30 (thirty) days of receipt. If the firm has defaulted on any portion of the agreement, termination is effective upon the firm's receipt of such Notice of Termination unless such other date is specified in the Notice of Termination.

6. STAFFING BY SELECTED PROPOSER The selected Proposer shall assign qualified professional staff with appropriate licenses, credentials, permits, knowledge, skills, and disciplines to complete the work covered under this RFP. The District will evaluate the qualifications and availability of key persons to be assigned to serve the District.
7. DISPOSITION OF PROPOSALS All materials submitted in response to this RFP will become the property of the District and will be returned only at the District's option and at the Proposer's expense. With the exception of confidential financial data, the original response shall be retained for official files and will become a public record after the date and time for final quote submission as specified.
8. ERASURES The proposal submitted must not contain any erasures, interlineations, or other corrections.
9. ERRORS AND OMISSIONS If a Proposer discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Proposer shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for quoting purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefor.

If a Proposer fails to notify the District, prior to the date fixed for submission of quotes, of a known error in the RFP, or an error that reasonably should have been known, the Proposer shall quote at his own risk; and if awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Proposer should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

10. FINANCIAL STABILITY Proposer certifies that it is a financially stable. Proposer agrees that if awarded a contract, it will provide immediate written notice to District in the event a petition in bankruptcy is filed by or against Proposer, or if Proposer is adjudged insolvent by any court, or if a trustee or receiver or liquidator of any property of Proposer is appointed in any suit or proceeding, or if Proposer makes an assignment for the benefit of creditors or takes the benefit of any bankruptcy or insolvency act, or liquidates its business for any cause whatsoever, or if anything similar happens to Proposer in any jurisdiction.
11. FINGERPRINTING REQUIREMENTS The District anticipates that the Proposer will not have contact with any students of the District. However, if the Proposer determines that a visit to a school campus is necessary, the Proposer shall arrange with the District to be accompanied by a District employee at all times or comply with Education Code 45125.1.
12. INDEPENDENT CONTRACTOR While performing services for District, the selected Proposer shall be an independent contractor and not an officer, agent, or employee of the District.

13. INSURANCE REQUIREMENTS If selected, Proposer shall obtain, pay for, and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$2,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability not less than \$2,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability not less than \$2,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.
14. MODIFICATIONS Changes in or additions to the Proposal Form, alternative proposals, or any other modifications of the Proposal Form which is not specifically called for in the Request for Proposals may result in the rejection of the proposal as not being responsive to the Request for Proposals. No oral or telephonic modification of any proposal submitted will be considered.
15. NON-COLLUSION STATEMENT Proposers are required to submit the attached Non-Collusion Statement with their Proposals.
16. PREPARATION OF PROPOSAL District is requesting FIVE (5) sealed copies of the proposal, comprising of one (1) original and four (4) copies. The proposal shall be submitted on or before 2:00 p.m. on August 8, 2017. Proposals shall be delivered to the attention of Tatum Toste, Purchasing / Warehouse Manager at 4605 N. Polk Fresno, CA 93722.

It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. Proposals received after 2:00 p.m. on August 8, 2017 will be returned to the submitting firm unopened.
17. CENTRAL UNIFIED SCHOOL DISTRICT RIGHTS AND OPTIONS Central Unified School District reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFP. This RFP does not obligate Central Unified School District to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals.
18. PRICE, TERMS, AND CONDITIONS Price, terms, and conditions of this proposal are considered valid for one hundred twenty (120) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.
19. QUALIFICATIONS All firms may be required to furnish evidence of their professional ability, experience, and financial responsibility. No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to Central Unified School District.
20. QUESTIONS REGARDING THE RFP Questions regarding this RFP should be set forth in writing and sent via e-mail to Tatum Toste, Purchasing / Warehouse Manager - ttoste@centralusd.k12.ca.us.

21. SIGNATURES The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The Proposer's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.
22. STAFF ASSISTANCE The District will provide required information and explanations which are pertinent to the work of the selected Proposer.
23. SERVICES This document is intended to establish a high quality, cost-effective and ethical provision of Grant Writing Services for the District. Meetings may be held as necessary with appropriate staff to update District on pending matters.
24. SUBMISSION FORMAT & REQUIREMENTS Proposals shall be submitted to Tatum Toste, Purchasing / Warehouse Manager, 4605 N. Polk, Fresno, CA 93722 on or before 2:00 PM on Tuesday, August 8, 2017. In advance of proposal submissions, questions may be submitted to Tatum Toste via email (ttoste@centralusd.k12.ca.us). The District will post any addenda to this RFP on our website at www.centralunified.org.

Firms are responsible for checking this page for additional information prior to submitting Proposals.

The submission requirements for this RFP are detailed below. Review this RFP carefully before responding to ensure that you fully understand all procedural and contractual requirements. Responses to the Request for Proposals shall include ONE (1) Original and FOUR (4) Copies.

25. WITHDRAWAL OF PROPOSALS Proposers may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

V. PROPOSAL FORMAT:

In order to ensure a uniform review process and to obtain a maximum degree of compatibility, it is required that the proposals be organized in the manner specified below. Failure to submit this information in the requested format will render your proposal non-responsive. Proposals should include an index and individual tab for each section:

1. COVER LETTER/INTRODUCTION All proposals shall begin with a one-page cover letter and introduction that includes the name and address of the firm submitting the proposal, and the name, address, and telephone number of the person who will be authorized to represent the firm. The cover letter shall be signed by the company officer authorized to bind the firm to all commitments made in the proposal.
2. PROPOSAL DESCRIPTION Proposals shall be responsive to all that is covered by this RFP, specifically including:
 - a) A description of the qualifications of the firm, with emphasis on matters related to grant writing.
 - b) A narrative that indicates experience of providing grant writing services to municipalities and/or other government agencies, including names of agencies and types of services.
 - c) The names and qualifications of the individuals who will be responsible for the contract with the District.
 - d) Resumes or biography information describing the qualifications of the individuals responsible for the contract with the District.

3. **GRANT AWARD EXAMPLES** Provide a minimum of five (5) grant award examples in the past three (3) years for a school district to include, grant name, granting agency name, grant award amount, award date, and client name and contact information. District may request a copy of grant application(s) for review.
4. **REFERENCES** Names of school districts, cities, counties, special districts, other government agencies, or other firms that are currently or have within the past five years been provided services by the firm. A minimum of three (3) references must be submitted to include organization name, contact name, title, telephone number and email address of individual contact.
5. **PRICING OPTIONS AND REIMURSEMENTS** Provide a fee schedule for providing grant writing services within the scope of work as outlined in the proposal. These rates shall include all services as described in the Scope of Work above. The District is requesting Consultant to provide all or part of the following pricing options:
 1. Needs Assessment and Funding Analysis Only
 2. Per Grant Option
 3. Monthly Retainer Option
 4. Hourly Rate Option
 5. Cost breakdown for reimbursable expenses; for example, rate for mileage, reproduction of documents word processing charges, and any other additional expenses.

VI. EVALUATION CRITERIA

The District will engage in an expedited review process consisting of a screening committee, comprising of the Superintendent and his designees, reviewing the individual proposals. The criteria used for judging each of the submittals will be as follows:

	CRITERIA	MAXIMUM	AWARDED	COMMENTS
1	Qualification, Background, Experience – Evaluated on the firm's experience, and staff experience as it pertains to the scope of work	35		
2	References	25		
3	Comprehensiveness of the proposal in responding to the RFP	25		
4	Cost of Services	15		
	TOTAL	100		

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, _____, being duly sworn, declare that I am

_____ of _____ 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 _____ day of _____, 20____ at _____ (City / State)

(Signature)

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List of References

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

Reference 1

Company Name: _____

Address: _____

Telephone Number: _____ Contact Person: _____

Description of Services Provided: _____

Reference 2

Company Name: _____

Address: _____

Telephone Number: _____ Contact Person: _____

Description of Services Provided: _____

Reference 3

Company Name: _____

Address: _____

Telephone Number: _____ Contact Person: _____

Description of Services Provided: _____

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Addendum
Acknowledgement

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

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.

Company Name

Authorized Signature/Date