



# **CITY OF DOWNEY**

## **REQUEST FOR PROPOSALS**

### **FOR GRANT WRITING SERVICES**

#### **KEY RFP DATES**

**Issue Date: May 15, 2015**

**Proposal Due Date: June 11, 2015**

**SEND TO:**  
City of Downey  
City Manager's Office  
11111 Brookshire Avenue  
Downey, CA 90241

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# REQUEST FOR PROPOSAL GRANT WRITING SERVICES

## FOR THE CITY OF DOWNEY

### **1 PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit for professional services from qualified firms and/ or individuals to provide professional services to the City in the form researching and identifying potential grant opportunities and providing Grant Writing and Grant Coordination. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the City of Downey.

### **2 BACKGROUND**

The City of Downey is located in Southeast Los Angeles County, approximately 15 miles from Downtown Los Angeles, and miles from Orange County. The City has a population of 113,000 and encompasses 12.5 square miles. The City prides itself in being a full-service municipal organization with approximately 400 full-time employees and 340 part-time employees providing an array of services including police, fire protection, emergency medical services, water distribution, sewage and storm water collection, street construction and maintenance, library services, civic theatre, a state of the art learning center, code enforcement and business licensing services, and parks and recreational facilities.

### **3 SUBMITTAL INSTRUCTIONS**

Proposals are due by 5:00 p.m. on Thursday, June 11, 2015. One original (hard copy) and five copies are to be submitted to:

Shannon DeLong  
City Manager's Office  
City of Downey  
11111 Brookshire Ave.  
Downey CA 90241

All proposals are to be submitted in a sealed package and clearly addressed. Proposals submitted become the property of the City of Downey and will not be returned. Proposals are not confidential and are subject to release through public records requests and/or any related City Council action. Proposals submitted via fax or email will not be accepted. Questions regarding this RFP may be directed to the following email address:  
[CityManager@downeyca.org](mailto:CityManager@downeyca.org)

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### **4 SCOPE OF SERVICES**

- 4.1 The City is requesting proposals to provide professional services for the City on a contract basis. Your response should detail the firm's or individual's qualifications to provide that type of service.
- 4.2 Services will include the following:
  - 4.2.1 Identify grant opportunities available through local, county, state, federal, foundation, private and other funding sources;
  - 4.2.2 Develop requisite timelines and checklists to ensure timely grant completion and submission
  - 4.2.3 Compose grant proposals, including budget, concept plans and other necessary items for the grant package
  - 4.2.4 Monitor implementation of successful grant proposals;
  - 4.2.5 Ensure grant compliance with applicable rules and regulations;
  - 4.2.6 Monitor billing procedures to include processing invoices and reconciling funds;
  - 4.2.7 Fulfill grant reporting requirements;
  - 4.2.8 Report to city staff, administration and council as necessary;
  - 4.2.9 Perform other tasks related to the grant as assigned; and
  - 4.2.10 Obtain written approval for all grant applications in advance of submittal.
- 4.3 The Grant Writer/Coordinator will serve as a liaison between service providers, grantor agencies, and the City.

### **5 TERM**

Term: Term of the contract for the above referenced services shall be for an initial period of two (2) years with an option to extend the term for an additional one (1) year period at the sole discretion of the City and based on mutual agreement.

### **6 PROPOSAL FORMAT**

Proposals must include the information requested and comply with the requirements outlined in this Request for Proposals. Proposals should, at minimum, address the Preliminary Scope of Work and be formatted to include the following sections.

- 6.1 Methodology: Provide a detailed description of the approach and methodology to be used to accomplish the Scope Work as described in Section 3 of this RFP. The Methodology Section should include:

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- 6.1.1 An implementation plan that describes in detail (i) the methods, including controls by which your firm manages services of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders, (iii) and any other task management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
  - 6.1.2 Detailed description of efforts the firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.
  - 6.1.3 Detailed description of specific tasks the firm will require from City staff. Explain what the respective roles of City staff and firm staff would be to complete the tasks specified in the Scope of Services.
  - 6.1.4 Detailed description of Scope of Services performed in-house, followed by list of sub-consultants to perform work.
- 6.2 Project Understanding and Approach
- 6.2.1 Understanding of the scope of services
  - 6.2.2 Approach to the project including steps to ensure ultimate compliance with objectives of the work, quality, and accuracy
  - 6.2.3 Key Personnel
    - 6.2.3.1 Primary and secondary representatives of the firm ("liaison" to the City)
    - 6.2.3.2 Project team and organizational chart
    - 6.2.3.3 Qualification of personnel assigned.
    - 6.2.3.4 Responsibilities of each member to be assigned
    - 6.2.3.5 Amount of each individual's time to be allocated
    - 6.2.3.6 Locations where the work will be performed
    - 6.2.3.7 Matrix of total hours for each task versus each job classification
- 6.3 Work Management System
- 6.3.1 Components of the work management system that demonstrate capability in managing tasks of this scope; Include a sample monthly report
  - 6.3.2 Procedure for monitoring progress
  - 6.3.3 Steps to maintain the work on schedule

## **7 REQUIRED INFORMATION**

- 7.1 Proposals must include the minimum information as outlined below:
  - 7.1.1 Legal name of firm, address, and telephone number
  - 7.1.2 Firm's Tax Identification Number

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- 7.1.3 Year firm was established as currently being operated.
- 7.1.4 Identification of the Project Manager assigned to this project.
- 7.1.5 Name, address, and telephone number of the person to whom correspondence should be directed.
- 7.1.6 General description of the structure of your organization (i.e., whether an individual, partnership, corporation, joint venture, etc.).
- 7.1.7 A minimum of four references that the City of Downey may contact concerning your performance in a similar capacity Description of the project team's past record of performance on similar projects for which your firm has provided services. Note in particular any work performed for similarly-sized or full-service public agencies.
- 7.1.8 Representative listing of contracts that are of a similar nature to the required work which you have been engaged, paying particular attention to those of the last four years for consulting services
- 7.1.9 List of contracts with the City of Downey (if any) during the last five years
- 7.1.10 General information concerning firm's ability to perform work of this nature.
- 7.1.11 Firm's current rate schedule with effective dates

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**8 GENERAL REQUIREMENTS**

8.1 Consultant Minimum Qualifications

- 8.1.1 The firm, and any sub-consultants, must be legally qualified to practice the work requested in the State of California. Sub-consultants performing more than 5% of the work must be approved by the City of Downey.
- 8.1.2 Previous professional work, demonstrated capabilities and experience of the project team, and Project Manager on similar projects, must be documented and will be a heavily weighted factor in the selection process.
- 8.1.3 The Consultant's commitment of staff to the project will also be a heavily weighted factor in the selection process. Only staff who will, in fact, commit a substantial percentage of their time to the work should be set forth in any organization charts, resumes, or interviews. A Liaison is to be designated by name and may not be changed without prior written approval by the City of Downey. Significant deviations from proposed staff may result in a reduction of the Consultant's fee or termination of the contract. Additionally, the City of Downey reserves the right to have the Consultant remove and replace the Liaison or any project staff member or sub-consultant from the project for cause.

8.2 Quality of Work

The Consultant agrees to deliver quality products and services that meet or exceed generally accepted industry standards (or best practices) and those, which have been expressly stated herein as requirements. Products, which fail to meet these standards, will not be accepted. The Consultant will be wholly responsible for correcting any deficiency at no additional cost to City. The Consultant's proposal shall include a detailed description of quality assurance procedures that are to be used on the project.

8.3 Insurance

The Consultant shall maintain commercial general liability insurance and professional liability (errors and omissions) insurance in the aggregate limit of \$2,000,000 each, during the term of the proposed Consultant. Prior to the start of work, the Consultant shall furnish a Certificate of Insurance in duplicate, naming the City of Downey, its officers, agents and employees as additional insured under the policy. Consultant shall also furnish proof of workers' compensation liability insurance.

8.4 Exceptions/Modifications to Services Agreement

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- 8.4.1 A sample copy of the City's "Professional Services Agreement" is attached. Exceptions to the City's Professional Services Agreement must be identified and brought to the attention of the City Manager's Office **via email to [citymanager@downeyca.org](mailto:citymanager@downeyca.org) no later than 3:00 pm, May 27, 2015**. The exception(s) and proposed revision(s) must be fully addressed.
- 8.4.2 No oral or telephonic modifications of any Proposal, once submitted, will be considered. However, later versions of a complete Proposal may be substituted for the original submission as long as the substitution is completed prior to the original deadline for submission of the Proposal.
- 8.4.2.1 The Proposal submitted must not contain any erasures or other corrections.
- 8.4.2.2 Any firm may withdraw its Proposal either personally, or by written request either by mail or facsimile at any time prior to the scheduled closing time for the receipt of the Proposal. If no written request is received prior to the closing time for the qualifications, the Proposal shall be considered valid.
- 8.4.2.3 The successful firm shall be required to execute the agreement in substantially the same form as that attached hereto and incorporated herein. The successful firm(s) shall be bound by the terms and conditions of the attached standard Professional Services Agreement, including but not limited to, the indemnification provision.

## 9 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

Use of small and minority firms, Women's Business Enterprises (WBE), and labor surplus area firms is not mandatory on this project but is encouraged when possible. As such, Consultants meeting the definition of one of the above and meeting the requirements of this RFP are encouraged to respond. Consultants are also encouraged to use small and minority firms, WBE, and labor surplus area firms for sub-consultant work when possible.

## 10 NON-DISCLOSURE OF INFORMATION

The consultant hired to perform work under this project, shall take reasonable and prudent measures to safeguard all information used in the development of the work products and all draft and final work products including the information in this RFP. The consultant shall not disclose this information to any party, or use the project data or information on any other project, without the express consent of the City of Downey or as required by State or Federal law. The Consultant shall ensure that the same is required of any sub-consultants working under the Consultant.

## 11 FEE PROPOSAL

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- 11.1 Consultant submitting proposal shall include a schedule of hourly rates itemizing the various positions in the firm along with corresponding hourly rates.
- 11.2 Define the type and unit rates for reimbursements of expenses (if any).
- 11.3 Proposed fee shall either be:
  - 11.3.1 Based on a flat per month fee inclusive of all expenses, or
  - 11.3.2 Based on a monthly flat fee, inclusive of all expenses, and a performance based incentive (e.g. a percentage bonus based upon the successful award of grant funding)

### **12 SCHEDULE OF WORK**

The Consultant is expected to complete all tasks required for completion of each grant application based on a mutually agreed schedule with the City on a grant-by-grant basis. It is expected that multiple grant proposals for one or more funding opportunities may be under development at the same time.

### **13 MISCELLANEOUS**

- 13.1 All digital files, plans, drawings, photographs, proposals, scopes of work and other documents prepared by the Consultant on behalf of the City of Downey shall become the sole property of the City of Downey. Consultant shall not disclose contents of proposals or scopes of work developed on City's behalf unless/until funding has been awarded and/or the granting agency or City has made the proposals public.
- 13.2 Correspondence, reports, invoices, and other written documents shall be in a traditional font (e.g.: Times New Roman, Arial, etc.) in a size of at least 10-12 point.
- 13.3 Digital files in Microsoft Word 2010 shall be submitted with all reports.

### **14 CONTENTS AND ORDER OF THE PROPOSAL**

The content and sequence of the information contained in the proposal shall be as follows:

- 14.1. Cover Letter - maximum 1 page (required but not scored).
- 14.2 Table of Contents - maximum 1 page.
- 14.3 Firm management and organization, processes and resources, and supplemental information - maximum 20 pages. Note: Double sided pages count as two pages. Tab pages without text will not count as a page.

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### **15 METHOD OF CONSULTANT SELECTION**

- 15.1 The City intends, through this RFP process, at its sole discretion, to review and evaluate all proposals submitted. All proposals will be evaluated to determine which firm will be able to meet the needs of the City. Evaluation will be in accordance with the referenced criteria. Specific weighing may be used. Criterion is not listed in order of relative importance.
- 15.2 The process to be used by the City in selecting the firm to perform the services as outlined in this RFP will be as follows:
- 15.2.1 Evaluation Committee – The City will appoint an Evaluation Committee consisting of City employees to review and evaluate proposals submitted by the firms. The Evaluation Committee will determine a list of firms to be considered.
  - 15.2.2 Interviews – The City, at its sole discretion, may invite those firms recommended by the Evaluation Committee to a presentation and interview session.
  - 15.2.3 Ranking – The City will use the below-referenced evaluation process to select the most qualified firm to perform the services outlined in this RFP.
  - 15.2.4 Knowledge of the City, its affairs and operations; e) Availability to accommodate any required meetings of the City; f) Compliance with the minimum qualifications established by the City for the position; and g) Other factors determined to be in best interest of the City.
  - 15.2.5 Project Understanding – Comprehension of the scope of work included in the RFP, awareness of the City's needs, identification of the work elements, sequence of operations, project objectives, completeness in responding to the RFP.
  - 15.2.6 Project Team – Qualifications, technical backgrounds and experience of all key personnel to be assigned to this project
  - 15.2.7 Capabilities – Staff and facilities available, location of offices, current workload, commitment of staff to the project and technology applications.
  - 15.2.8 Budget and Schedules – Ability to deliver work based on the anticipated schedule for work. Techniques used for controlling costs and attaining objectives within time and budget constraints. Firm's record of success in delivering similar to that identified in this RFP, on schedule, within budget.
  - 15.2.9 Work Approach – Originality and soundness of firm's approach to the work including unique, innovative and successful methods for developing winning grant proposals.
- 15.3 Firm's Experience – Relevant technical experience and projects completed demonstrating the ability and capacity to perform the work identified in the RFP. Experience with government projects and familiarity with public contract bidding requirements are very desirable. Familiarity with state, regional and local governmental and regulatory agencies is very desirable.
- 15.4 Client References – Past clients, repeat business, stature in the industry, awards earned, etc.
- 15.5 Full Service – Qualification, technical background and experience of sub-consultants, contractors, etc. (if any) to be utilized. Ability to fully coordinate the activities of the firm with the sub-consultants and contractors (if any)

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#### **16 RIGHT TO REJECT ALL PROPOSALS**

The City of Downey reserves the right to reject any or all submitted proposals, and no representation is made that any contract will be awarded pursuant to the Request for Proposal. The City of Downey also reserves the right to award a contract for all or some of the tasks specified in the Scope of Work, and has therefore requested that all proposals include a breakdown of costs on a task by task basis, at a minimum. All costs incurred in the preparation of the proposal, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent. The City of Downey will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation that may be incurred by the respondent. All proposals submitted to the City of Downey shall become the property of the City of Downey.

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#### **17 NEGOTIATION OF CONTRACT**

After selection of a firm based on its proposal and qualifications an agreement will be negotiated for the extent of services to be rendered. The City's standard Professional Services Agreement for Consulting Services is attached and the information provided by the selected firm's proposal will serve as the basis for negotiation. If agreement is not reached, negotiations will be terminated. Negotiations may then be undertaken with the Evaluation Committee's second choice or ceased altogether. If an agreement is reached with the Consultant, a contract for the work will be prepared in final form, executed by the Consultant, and returned to the City of Downey for approval and execution.

#### **18 EQUAL EMPLOYMENT OPPORTUNITY**

The City of Downey is an equal opportunity employer and requires all consultants to comply with City policies and regulations concerning equal employment opportunity.

#### **19 CONFLICT OF INTEREST**

The Consultant may be required to complete conflict of interest forms.

#### **20 DISCLOSURES AND COMPLIANCE WITH CODE OF ETHICS**

- 20.1 Disclosures- Provide detailed information on whether your firm or any principal of the firm has been, or currently is, the subject of any investigation by the County, State and/or Federal agencies within the past five years. If so, identify the agency, contact person, the nature of the investigation, and any determination over the outcome of said investigation. Failure to provide the information may result in disqualification. Consultant shall adhere to all federal laws, state, and local laws and regulations. • Consultant shall allow authorized federal, state, county, and the City's official's access to place of work, books, documents, papers, fiscal, City of Downey Request for Proposal . All relevant records shall be retained for at least three years. • Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.
- 20.2 The selected consulting firm is expected to adhere to the Code of Ethics and Standards of Professional Practice outlined by the American Grant Writers' Association and the Grant Professionals Organization, though consultant/writer is not required to be a member of either organization.