



Request for Proposals: Nonprofit Grant Writing Services

About 211 Tampa Bay Cares, Inc.

The mission of 211 Tampa Bay Cares, Inc. (hereafter “211TBC”) is to improve lives through the power of information and hope. 211 TBC is a private nonprofit nonpartisan organization who has been a leader in the field of information and referral and crisis intervention services for almost 50 years.

Located in Clearwater, Florida, 211 TBC has 46 employees with an annual budget of approximately \$4.4 million dollars. For more information about 211 TBC visit our website at www.211tampabay.org.

1. REQUEST FOR PROPOSALS

211 TBC is soliciting proposals from grant writers and fund development professionals and/or firms in response to this Request for Proposal (RFP). 211TBC is seeking short term contract(s) for nonprofit grant writing services. 211 TBC is interested in receiving pricing for grant writing services, focused on national/state foundation and federal/state government requests for funding. 211 TBC is not completely opposed to 1 year governmental demonstration grants, however our preference would be not to apply for limited governmental demonstration grants.

211 TBC requests that all responding parties examine the specific requirements contained in this RFP and prepare your responses pursuant to the terms of this RFP.

211 TBC is soliciting proposals for information relative to cost, service delivery and methodology. The contract will begin on or about August 1, 2019, and terminate January 31, 2020, unless renewed. One or more contracts may be awarded. Any contract that may be issued also includes provisions for 211 TBC at its sole discretion, to renew the contract(s) for up to six months and/or cancel the agreement as deemed necessary.

Proposals must be received by 211 TBC no later than 5pm on Friday June 28, 2019; submitted electronically, and identified as “Non-Profit Grant Writing Services Proposal.”

Proposals shall be emailed to: **Micki Thompson, President/CEO**
mickit@211tampabay.org

All questions regarding this proposal are to be submitted no later than 5pm Friday June 21, 2019 to:

Micki Thompson, President/CEO
mickit@211tampabay.org

2. BACKGROUND INFORMATION

Located in Clearwater, Florida, 211 TBC has 46 employees with an annual budget of approximately \$4.4 Million. Additionally, we often engage independent consultants and other professionals to participate in our meetings, events, and other business.

3. SCOPE OF SERVICES REQUIRED

A predominance of 211TBC's funding is generated through local governmental direct reimbursement grants and a smaller portion of grants from local foundations, fee for service activities, one annual fundraising event and donations. We are seeking a grant writer(s) who can work on multiple proposals, for a variety of funders, often simultaneously, over a 6 month period. The individual(s) or firm must have staff that are strong multitaskers, understand the key elements for developing federal and foundation grant proposals, with a track record of winning grant funds. Individuals and firms should be able to provide the following services for up to 4 fully developed grant proposals, with specific focus on areas or topics including crisis intervention support for first responders, disaster response and recovery, physical health, social determinants of health, and innovations in health information technology. The consultant must be able to provide the following proposal development services as outlined below:

1. Research grant prospects, primarily focused on Federal Government "Request for Proposals", to include, but not limited to the National Institutes of Health, FEMA, Health and Human Services, Homeland Security and various other federal and non-federal private sources. 211 TBC is interested in multi-year grant opportunities with a minimum range of \$250,000 per year.
2. In close partnership with our team, the consultant will lead the writing and submission of highly technical and involved government and foundation grants. The consultant will ensure the narrative is responsive to the RFP and the entire application package meets the rigorous standards laid out by the funding agency. Work with staff to interpret guidelines, draft narratives and other required proposal components, and gather material and information necessary for a strong proposal;
3. Must attend in person or virtually meetings necessary to accomplish the required work;
4. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission;
5. Must be able to work on and manage multiple proposals with 211 TBC staff, with competing submission deadlines dates;
6. The consultant will proofread each grant proposal before submission, making sure the proposal is clear and follows instructions provided by the grant maker.
7. In addition to the areas defined above, other areas may also be identified through the process and throughout the duration of the contract. The scope of work may also include researching grant opportunities on an "on call" basis identified by 211 TBC staff.

4. SUBMISSION REQUIREMENTS

The Proposal should be clearly organized under five (5) headings:

Letter of Transmittal
 General Vendor information
 Proposal
 Reports
 Costs

I. Letter of Transmittal

The letter of transmittal must contain the following statements and information:

- Company/Individual name, address, telephone number(s), and website.
- Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed. Federal and State taxpayer identification numbers of the firm.
- A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified. The letter must be signed by a corporate officer or person authorized to bind the vender to the proposal and cost schedule.
- A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with 211 TBC.

II. General Vendor Information

Please provide the following information:

- Length of time in business
- Length of time in business of providing the proposed services to nonprofit organizations.
- Total number of current clients
- Total number of nonprofit (501(c))(3) sector clients
- Number of full-time personnel
- Location of headquarters and any field offices
- Location of office which would service this account.
- List of grant awards for the past 36 months to include grant making entity and total award.

III. Proposal

- Description of the approach the firm will use in providing the services outlined in the scope of services section of this RFP. Below are questions to be included in the proposal submission. Please clearly reference the questions in your submission.

Agency/Individual Profile

- Describe your agency/individual experience servicing non-profit organizations.
- Describe your experience writing proposals that funded large scale projects for clients

Services

- List the primary individual who will be responsible for managing the account.
- What is the process for resolving customer service issues?
- What additional services or benefits is your agency able to provide?
- Customer Satisfaction Scores/Ratings

IV. Reports

The vendor shall submit service reports monthly, summarizing service. The vendor must be available to meet with the 211 TBC designated staff to review monthly reports and discuss issues. Please provide examples of any such or similar report the vendor has created and presented in the past.

V. Cost of Services

211 TBC is requesting that the vendor submit a scope of work and corresponding budget for a 6 month period (August 1, 2019 to January 31, 2020) with an option to renew for a second 6 months. Payment schedule should also be included and should be monthly to coincide with the monthly report submission. ***Vendors must list specifically, any services which would not be covered in the proposal price.***

VI. Non-Disclosure Agreement

For consultants selected for this contract, vendors will be required to sign a “Non-Disclosure Agreement.” For vendors, this Agreement shall remain in effect for a two-year term. Notwithstanding the foregoing, the Receiving Party’s duty to hold in confidence Confidential Information that was disclosed during the term of the contract shall remain in effect indefinitely.

5. EVALUATION CRITERIA

A selection committee will review the vendors’ qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. The 211 TBC Selection Committee will make a recommendation, and the 211 TBC Board of Directors will approve the contract award.

The criteria are:

- A. Approach and Methodology
- B. Experience of the Firm
- C. Project Staffing and Experience
- D. Satisfaction of Clients/End Users
- E. Pricing

The award of the contract will be made to the firm or individual, whose proposal receives a favorable evaluation, recommendation of selection committee, and approval of the 211 TBC Board of Directors.

6. MISCELLANEOUS

211 TBC reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, 211 TBC's sole judgement, best meets the requirements of the program.

The RFP creates no obligation on the part of 211 TBC to award a contract or to compensate the vendor for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. 211 TBC reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

211 TBC further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as 211 TBC may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why 211 TBC should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email) and this information provided will be made available to all vendors at the discretion of 211 TBC.

-END OF RFP-