

GLENN COUNTY HEALTH AND HUMAN SERVICES AGENCY

GRANT WRITING AND RELATED CONSULTATION SERVICES

Request for Proposal No. 21-04



Proposals must be received no later than 5:00 P.M. on Tuesday, July 6, 2021

County of Glenn
Health and Human Services Agency
Nannette DiLouie, Administration Manager
420 East Laurel Street
Willows, CA 95988
530-934-6514

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REQUEST FOR PROPOSAL
GLENN COUNTY HEALTH AND HUMAN SERVICES AGENCY
FOR GRANT WRITING AND RELATED CONSULTATION SERVICES

1. PURPOSE

The Glenn County Health and Human Services Agency (HHSA) seeks to award a multi-year contract to a grant writer (hereafter Consultant or Proposer) with a proven track record. This Consultant will identify, assess, research, develop, and prepare grant submissions for Glenn County. The Consultant will also be responsible for managing grants, which includes overseeing and completing all required components of grants before and after award.

2. DESCRIPTION OF SERVICES

The services are expected to be performed by the selected service providers during the period of fiscal years 21-22, 22-23, and 23-24. The Scope of Services is included within the Attachment 1 – Proposed Agreement.

3. TIMELINE FOR THIS PROPOSAL

HHSA has developed the following list of key events related to this proposal. All dates are subject to change at the discretion of the HHSA.

EVENT	DATE
Issuance of RFP	06/03/2021
Deadline for RFP questions	06/14/2021
Questions and answers posted	06/18/2021
Deadline for proposal submission	07/06/2021
Potential interview dates	07/07/2021 – 07/16/2021
Notice of intent to award	07/19/2021
Protest period ends	07/28/21
HHSA response to protest	08/02/2021
Contract Start Date	Upon Signature of HHSA Director
Contract End Date	06/30/2024

4. PROPOSAL PROCESS

a) Period of Offer:

Response to this proposal constitutes an irrevocable offer to the HHSA to perform according to the proposal specifications and the proposed contract for a period of not less than 120 days from proposal receipt.

b) Proposals, questions, and protests should be addressed to:

Health and Human Services Agency
Proposal 21-04
Attn: Jeanine Johnson
420 East Laurel Street
Willows, CA 95988

Or by email to: admin@countyofglenn.net

c) Bidders' Questions:

Questions regarding the proposal should be submitted in writing or emailed. Questions will not be accepted by telephone, facsimile (FAX), or orally. The HHSA reserves the right to decline a response to any question if in the HHSA's assessment the information cannot be obtained and shared with all potential bidders in a timely manner.

A summary of questions submitted and the HHSA's responses will be provided on the Glenn County website at: <https://www.countyofglenn.net/govt/bids>

d) Submission of Proposals:

All proposals are final after the filing deadline. No adjustments shall be permitted after that time. Any proposal received after the exact time specified for receipt will not be considered unless it is received before an award is made, and it is determined by the HHSA that the late receipt was due solely to mishandling by the HHSA after receipt at the designated address. The only acceptable evidence to establish whether a proposal is late or meets the exception listed above, shall be the time of receipt at the HHSA as determined by the date stamp of the HHSA on the proposal wrapper or other evidence of receipt maintained by the HHSA.

All costs of the proposal preparation shall be the responsibility of the Proposer. All materials submitted in response to the proposal become the property of the HHSA and may be returned only at the HHSA's option and the bidder's expense.

e) Proposal Review and Evaluation Criteria

The HHSA Director, selected County staff, and selected interested professionals will evaluate the proposals to determine a responsive, responsible, and qualified Proposer approved by the HHSA. This Proposer shall:

- Possess the competency, experience and education required to effectively perform the duties as enumerated in the Agreement, attached as Attachment 1, and
- have the ability to begin handling grant writing and related services for the HHSA by the award date or shortly thereafter, taking into consideration available expertise and any business commitments, and
- have no record of unsatisfactory performance, lack of integrity, or poor business ethics, and
- be qualified and eligible to receive an award under applicable statutes and regulations, and
- articulate a comprehensible approach to completing the required work, and
- provide acceptable references.

The HHSA reserves the right to waive any proposal irregularity; however, this will not relieve the Contractor from full compliance with the bidding requirements if awarded the contract.

The HHSA reserves the right to reject any and all proposals, and to cancel the procurement process. The justification supporting the reason for any type of rejection shall be submitted to the Proposer(s) in writing.

After review of all proposals and a recommendation for award of contract is made, all Proposers shall be notified in writing of the recommendation.

Given that the expertise required for this proposal is highly specialized, the HHSA reserves the right to negotiate a contract with the successful bidder to further negotiate the proposed scope of work, method of delivery and amount of compensation.

f) Contract Award:

The contract award will not be based solely on price, but a combination of factors determined to be in the best interest of the HHSA submitted by a responsive, responsible, and qualified Proposer approved by the HHSA.

- The contract shall not take effect before being approved by the Glenn County Board of Supervisors.
- Payment for services under any contract resulting from this proposal is dependent upon the availability of County, State, and Federal funding.

g) Protests:

Following notification to all Proposers of the recommendation for award of contract, protests may be submitted in writing to the HHSA. Protests shall be received within ten (10) calendar days immediately following the recommendation to award a contract. The HHSA shall consider any protest or objection regarding the award of the contract, providing it is submitted in the time period stated above.

Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. The HHSA shall respond in writing to the protestor within five (5) calendar days of the end of the protest period. The response shall include the final decision on the protest and the basis for the decision.

5. PROPOSAL ATTACHMENTS

ATTACHMENTS	DESCRIPTION
Attachment 1: Proposed Agreement	If selected, the person or entity submitting a proposal must sign an Agreement with these terms and conditions,

6. PROPOSAL CONTENTS

The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.

a) Title Page - the title page will include the following information:

- Proposal title;
- Proposer's name/business name;
- Proposer's contact information (physical and electronic addresses, and telephone numbers);

Name and contact information (physical and electronic addresses, and telephone numbers) for the person or persons (if different than above) who will be authorized to make representations for the Proposer;

Signature of Proposer.

b) Approach and Methodology:

Provide a narrative illustrating your organization's commitment and demonstrated ability to complete all components of all projects and services to meet the "Responsibilities of Contractor", as described in Attachment 1 "Agreement";

Provide an hourly rate and an estimate of hours required per each grant component identified in Proposer's narrative and the Agreement, Attachment 1.

c) Experience and Qualifications:

Evidence of at least 5 years of successful experience in grant writing and consultation services; and

Resumes for Proposer and Primary Staff. (Note-Upon award and during the contract period, if different personnel are assigned to work on the HHSA's projects, the Contractor must submit staff's names, resumes, and qualifications before they begin work.); and

A list of grant sources from which the Proposer has successfully obtained funding, including the amount of funding obtained, and the purpose of the grants; and

A sample of Proposer's writing.

d) Acceptance of the Terms and Conditions:

Attachment 1, Proposed Agreement, sets forth the Terms and Conditions.

Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change. If exceptions are identified, the Proposer must provide an explanation or rationale for each exception and/or proposed change.

e) Other requirements:

Proposer must include in its proposal:

- Copy of current business license; and
- If qualified - a copy of 8(a) Business Development Certification.

f) Costs:

Include a description of estimated costs of Proposer, and the method in which these costs will be charged (if in addition to the hourly rate).

7. ADDITIONAL REQUIREMENTS

No facilities will be provided for the Proposer under this proposal. All office space will be the responsibility of the Proposer.

Proposers should provide at least **three** current professional references. The HHSA may check references provided by the Proposer.

Information for references must include the following:

- Organization name;
- Contact person name, address, and telephone number; and
- Dates that services were provided, grant applied for, and amount awarded by using Proposer's services.

8. EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. Proposals will be evaluated by an evaluation team to determine the Proposer's demonstrated ability to provide quality grant writing and consultation services. Proposals will be evaluated and ranked by score. The highest scoring participants may be set up for an interview.

The HHSA will evaluate submitted proposals on a 100-point scale using the criteria set forth in the table below. Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for an award. The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are set forth below:

RFP Title: GRANT WRITING

RFP No.: 2021-04

EVALUATION CRITERION	PROPOSAL REFERENCES	MAXIMUM POINTS
Responsibility and responsiveness	Page 4 & 5	5
Approach and methodology	Page 7	40
Experience and qualifications	Page 7	40
Reasonableness of cost proposal, including: proposed average cost per hour and/or per grant	Page 7, 6b & Page 8, 6f	15

9. INTERVIEWS

The HHSA may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the HHSA’s offices in Willows, California. The HHSA will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The HHSA will notify eligible Proposers regarding interview arrangements.

10. RIGHTS

The HHSA reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar proposals in the future. This proposal is in no way an agreement, obligation, or contract and in no way is the HHSA or Glenn County responsible for the cost of preparing a proposal. One copy of each proposal will be retained by the HHSA for official files and will become a public record.

11. CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE. The HHSA will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise and regardless of any statement in the proposal (a) purporting to limit the HHSA’s right to disclose information in the proposal, or (b) requiring the HHSA to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

RFP Title: GRANT WRITING
RFP No.: 2021-04

12. ATTACHMENT 1

Proposed Agreement